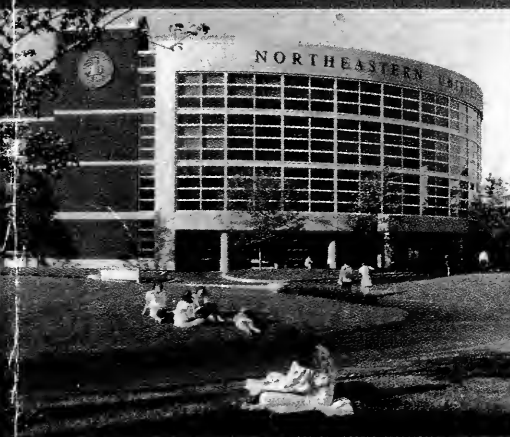




1997-1998 University College **BULLETIN**



Northeastern University Part-time Programs



**"We started with an eraser
and two sticks of chalk."**

Frank Palmer Speare, President
Northeastern University, 1896-1940

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*cover design by Kathy Lowe, CGS
The art represents and celebrates
Northeastern University's Centennial year.*

1997-1998 Academic Calendar

Fall Quarter "In-Person" Registration Dates for Classes that begin Monday, September 22, 1997

Boston - Main		
Tuesday-Friday	September 2-5	9:30 a.m.-7:00 p.m.
Saturday	September 6	9:00 a.m.-12:00 noon
Monday-Wednesday	September 8-10	9:30 a.m.-7:00 p.m.
Boston - Downtown		
Tuesday-Thursday	September 2-4	11:00 a.m.-7:00 p.m.
Monday-Tuesday	September 8-9	11:00 a.m.-7:00 p.m.
Burlington		
Wednesday-Thursday	September 3-4	5:30-7:30 p.m.
Monday-Tuesday	September 8-9	5:30-7:30 p.m.
Dedham		
Wednesday & Monday	September 3 & 8	5:30-7:30 p.m.
Framingham		
Tuesday & Monday	September 2 & 8	5:30-7:30 p.m.
Milford		
Thursday & Tuesday	September 4 & 9	5:30-7:30 p.m.
Westwood		
Thursday & Tuesday	September 4 & 9	5:30-7:30 p.m.
Weymouth		
Wednesday & Monday	September 3 & 8	5:30-7:30 p.m.

Fall: Special Dates

Commencement:
Thursday, September 11

Columbus Day observed:
Monday, October 13

Veteran's Day observed:
Tuesday, November 11

Thanksgiving Recess:
Wednesday-Saturday
November 26-29

Snow make-up days:
December 15 and 16,
if necessary

Final Examination Period:
Monday-Saturday
December 8-13

Holidays Observed:
Monday-Sunday
December 15-January 4

Winter Quarter "In-Person" Registration Dates for Classes that begin Monday, January 5, 1998

Boston - Main		
Monday-Thursday	December 1-4	9:30 a.m.-7:00 p.m.
Boston - Downtown		
Monday-Wednesday	December 1-3	11:00 a.m.-7:00 p.m.
Burlington		
Monday-Wednesday	December 1-3	5:30-7:30 p.m.
Dedham		
Monday-Wednesday	December 1-3	5:30-7:30 p.m.
Framingham		
Monday-Tuesday	December 1-2	5:30-7:30 p.m.
Milford		
Tuesday	December 2	5:30-7:30 p.m.
Westwood		
Monday-Wednesday	December 1-3	5:30-7:30 p.m.
Weymouth		
Monday-Wednesday	December 1-3	5:30-7:30 p.m.

Winter: Special Dates

**Martin Luther King, Jr.'s
Birthday observed:**
Monday, January 19

Final Examination Period:
Monday-Saturday
March 16-21

Snow make-up days:
March 23 and March 24,
if necessary

Winter Recess:
Monday-Saturday,
March 23-28

Spring Quarter "In-Person" Registration Dates for Classes that begin Monday, March 30, 1998

Boston - Main		
Monday-Thursday	March 9-12	9:30 a.m.-7:00 p.m.
Boston - Downtown		
Monday-Wednesday	March 9-11	11:00 a.m.-7:00 p.m.
Burlington		
Monday-Wednesday	March 9-11	5:30-7:30 p.m.
Dedham		
Monday-Wednesday	March 9-11	5:30-7:30 p.m.
Framingham		
Monday-Wednesday	March 9-11	5:30-7:30 p.m.
Milford		
Tuesday	March 10	5:30-7:30 p.m.
Westwood		
Monday-Wednesday	March 9-11	5:30-7:30 p.m.
Weymouth		
Monday-Wednesday	March 9-11	5:30-7:30 p.m.

Spring: Special Dates

Memorial Day observed:
Monday, May 25

Final Examination Period:
Monday-Saturday
June 8-13

Commencement:
Saturday, June 20

Summer Quarter "In-Person" Registration Dates for Classes that begin Monday, June 15, 1998

Registration for entire Summer Quarter:

Boston-Main		
Tuesday-Thursday	May 26-28	9:30 a.m.-7:00 p.m.
Boston-Downtown		
Tuesday-Wednesday	May 26-27	11:00 a.m.-7:00 p.m.
Burlington		
Tuesday-Wednesday	May 26-27	5:30-7:30 p.m.
Dedham		
Tuesday	May 26	5:30-7:30 p.m.

Second Summer Quarter "In-Person" Registration Dates for Classes that begin Monday, July 20, 1998

Registration for second five-week term:

Boston-Main		
Monday-Tuesday	July 6-7	9:30 a.m.-7:00 p.m.
Boston-Downtown		
Monday-Tuesday	July 6-7	11:00 a.m.-7:00 p.m.
Burlington		
Monday	July 6	5:30-7:30 p.m.
Dedham		
Monday	July 6	5:30-7:30 p.m.

Summer: Special Dates

Independence Day
observed:
Saturday, July 4

Labor Day observed:
Monday, September 7

Final Examination Period:
Last class session of
each term

University College Offices

- **General Information**
617-373-2400
TTY: 617-373-2825 (for the Deaf only)
fax: 617-373-2325
- **Office of the Registrar**
120 Hayden Hall
617-373-2300
TTY: 617-373-5360
fax: 617-373-5351
Monday-Thursday,
8:00 a.m.-7:00 p.m.
Friday, 8:30 a.m.-4:30 p.m.
- **Boston Main Campus**
180 Ryder Hall
360 Huntington Avenue
617-373-2400
TTY: 617-373-2825
(for the Deaf only)
fax: 617-373-2325
Monday-Friday,
8:30 a.m.-8:30 p.m.
Saturday, 8:30 a.m.-1:30 p.m.
- **Downtown Boston Campus**
Batterymarch Building
89 Broad Street
617-373-8300
fax: 617-373-8307
Monday-Thursday,
7:00 a.m.-10:00 p.m.*
Friday, 8:30 a.m.-4:30 p.m.*
Saturday, 8:30 a.m.-1:30 p.m.
- **Burlington Suburban Campus**
145 South Bedford Street
617-238-8400
fax: 617-238-8433
Monday-Friday, 8:00 a.m.-10:00 p.m.
Saturday, 8:00 a.m.-12:00 noon
- **Burlington High School**
123 Cambridge Street
617-270-1838
Monday-Thursday,
5:30-10:00 p.m.
- **Dedham Campus**
370 Common Street
617-320-8000
Monday-Thursday,
8:00 a.m.-10:00 p.m.
Friday, 8:30 a.m.-4:30 p.m.
Saturday, 8:00 a.m.-1:00 p.m.
- **Framingham High School**
A Street
508-877-2333
Monday, Tuesday, & Thursday,
5:30-10:00 p.m.
- **Milford High School**
31 West Fountain Street
508-473-2565
Tuesday & Thursday, 5:30-10:00 p.m.
- **Westwood High School**
200 Nahatan Street
617-329-3030
Monday, Tuesday, & Wednesday,
5:30-10:00 p.m.
- **Weymouth Junior High School**
360 Pleasant Street
617-335-9112
Monday-Thursday, 5:30-10:00 p.m.

*Office hours may vary due to changes in class schedules.

<http://www.neu.edu/uc/>

Summer Office Hours

- **Office of the Registrar**
120 Hayden Hall
Monday-Thursday,
8:00 a.m.-7:00 p.m.
- **Boston Main Campus**
180 Ryder Hall
Monday-Thursday,
8:00 a.m.-8:30 p.m.
- **Downtown Boston Campus**
Batterymarch Building
89 Broad Street
Monday-Thursday,
7:30 a.m.-10:00 p.m.*
- **Burlington Suburban Campus**
145 South Bedford Street
Monday-Thursday,
8:00 a.m.-10:00 p.m.
- **Dedham Campus**
370 Common Street
Monday-Thursday,
8:30 a.m.-10:00 p.m.
- **Framingham High School**
A Street
Tuesday and Thursday,
5:30-10:00 p.m.
- **Weymouth Junior High School**
360 Pleasant Street
Tuesday and Thursday,
5:30-10:00 p.m.

*Office hours may vary due to changes in class schedules.

<http://www.neu.edu/uc/>

About University College

Students Who Bring Rich Experiences to Class

Approximately 12,000 continuous learners come to University College every year to pursue degrees, update careers by working on a certificate, or take courses in a subject that has long interested them. These students range in age from 18 to 80 and come from all walks of life: women re-entering the work force, young men and women seeking to start new careers, more mature workers polishing their skills, and people of every age intent on finishing an education that time or circumstances interrupted. All have one thing in common—they are making a change in their lives through their own actions and expanding their world by investing in themselves. This diversity is a source of stimulation and enrichment for all—students, faculty, and administration alike. By combining your plans and ideas with our programs, you can set your sights in any direction at University College.

Faculty Steeped in Knowledge and Experience

A course is only as good as its teacher. That's why University College carefully selects both full-time Northeastern University faculty and practicing professionals from other academic institutions as well as from a wide array of specialized fields for its teaching staff of 800. Bringing an extra dimension into our classrooms are corporate executive officers, research scientists, published authors, established health professionals, law enforcement officers, artists, graphic designers, computer experts, lawyers, professors, and others. They offer students the benefit of their experience and current information about how careers in their fields are changing. Many have found teaching adults particularly rewarding and have expressed their pleasure at having such committed, hard-working, and enthusiastic students.

Small Class Size Conducive to Learning

Everyone knows Northeastern is big. As part of a great university, we provide you with the energies and resources of a multifaceted, dynamic institution. Our size allows us to make available nearly 100 degree, certificate, and special programs. What many people don't realize is that because we operate at nine different locations, our classes tend to be small. And many specialized degree and certificate programs enroll small numbers of students. Last year, the average class size was thirteen students. Many classes ran with fewer students, and only 10 percent of all classes offered ran with enrollments larger than 25.

Programs That Work for You

University College has been serving the needs of adult students and continuous learners for over three decades. We understand the juggling you do and the stresses you endure when you come back to school. We admire the courage it takes to go to school and work full time, and keep at it year in and year out. We are familiar with your dreams and aspirations, and we are dedicated to helping you get to where you want to be.

Schedules “in Sync” with Your Lifestyle

We know you're busy, and finding the time to continue your education can be a real challenge. To help you out, University College not only schedules classes at **nine different locations** in eastern Massachusetts, but also provides different course formats. While most courses are offered on a ten to eleven week schedule, some courses are offered in five and six week formats to accommodate the complex lives of many adults. **For those of you who would like to accelerate** the educational process, University College offers numerous **intensive courses** which are generally equivalent to two regular courses. These intensives can be found on our schedules almost every night and on weekends, and they are available at a **reduced tuition rate**. Most recently, we have added the ACCEL program to our offerings. Now available for the BSBA Management, BSBA MIS and BS Liberal Arts/Business Minor, the ACCEL program gives students the opportunity to complete these degrees primarily on Friday evenings and Saturdays at the Boston and Burlington campuses. While these programs may not be for everyone because of the heavy course load, we provide them in response to your requests for ways to complete degree programs faster. Students from other majors may take classes with ACCEL students.

A Commitment to Practical Education

Our radio ads talk about all University College courses being taught the “Northeastern way” to give you education with real-life applications. The purpose of University College has always been to provide the adult student with educational opportunities designed to enrich personal and interpersonal experiences and to prepare you for your chosen field. In addition, it is our belief that every University College experience should rest on a strong foundation of effective communication, information literacy, and critical thinking skills. Writing skills in particular have been a focus of the U.C. experience, because a student who has learned to write well has also learned to think clearly and, therefore, has learned how to learn. Writing is a skill that transcends subject area and a tool that can be brought to bear in any situation.

Study Options at All Academic Levels

While bachelor's and associate's degrees have been the hallmark of University College, we have also been the local leader in developing specialized certificate programs to meet your career needs. Most recently, graduate level certificate programs have been added to our offerings. We also offer a number of non-credit continuing education programs. So whether you are taking college level courses for the first time or are a veteran student who already has a degree, we have course and program offerings that will meet your needs.

Overview of Academic Programs

Study Options with Proven Practical Dividends

At University College, your options are almost unlimited. Our programs of study can take you in any direction you determine toward the fulfillment of your professional or personal objectives. Because U.C. is part of a large university, you can take advantage of a wide variety of course and program offerings in:

- accounting and finance
- arts and literature
- communications and marketing
- computer technology and information management
- criminal justice, law, and community studies
- education and social services
- general business administration and specialized management
- health professions
- human resources management
- operations/project management
- science and technology

You may enroll as a student pursuing a degree program, or as a non-degree student taking a single course, a certificate, or a special program. For assistance in determining course prerequisites or in deciding on the right program for you, call 617-373-2400 or TTY 617-373-2825 (for the Deaf or Hard of Hearing) for an appointment with an academic advisor.

Timely and Innovative Degree Preparation

For those of you interested in earning a bachelor's degree, programs leading to the Bachelor of Science, Bachelor of Science in Business Administration, and Bachelor of Arts degrees provide opportunities for cultural and professional development equivalent in quality and scope to those offered in the conventional four-year college enrolling full-time students. The bachelor's degree requires at least 174 quarter hours of credit for completion. There are thirty-eight possible majors from which to choose, including three accelerated programs that will allow you to complete your studies in just four years. Among these are five bachelor's degree concentrations in business that carry the extra prestige of full accreditation by the American Assembly of Collegiate Schools of Business. Please refer to the policies and procedures on pp. 25-29 for information about admission and degree status.

If you are just starting out in college or have some prior coursework, fifteen practical programs leading to the Associate in Science degree enable you to establish a knowledge base in business administration, criminal justice, health professions and sciences, or liberal arts. The associate's degree requires at least 87 quarter hours of credit and is equivalent to the conventional two-year junior or community college program in scope. Please refer to the policies and procedures on pp. 25-29 for information about admission and degree status.

Concentrated Certificates with Specific Career Applications

While many students attend University College to obtain an associate's or bachelor's degree, a growing number of continuous learners have discovered the benefits of enrolling in one of University College's more than 40 certificate programs. Each program offers a foundation of knowledge designed to provide the expertise needed for the attainment of specialized professional skills. Since these popular programs were first offered in 1983, they have provided numerous benefits to countless students. Specifically, they are designed to:

- convey a cohesive base of job-related skills
- enhance career prospects within and outside of one's employment setting
- offer marketable expertise to make career changes feasible
- prepare for licensing in selected specialized areas
- present manageable learning alternatives that may be completed within one or two years

Some certificate programs can serve as the first steps toward degree completion and others stand alone as separate areas. Students who already have a degree are welcome in the U.C. certificate programs. Please refer to the policies and procedures on p. 19 for information about entering and completing certificate programs.

Advanced and Graduate Level Certificate Programs for Those with Experience

Several certificate programs are designed for students at advanced levels of study. They either have pre-requisite background requirements, or require completion of a certain number of credits prior to admission. Some also require completion of a bachelor's degree. These programs with special entrance and application requirements are noted in the Directory of Academic Programs following this writeup and are also noted in the individual program descriptions.

More than 50% of University College certificate students already have degrees and are returning to school to gain new knowledge and skills in specialized, industry-specific areas. Recently, University College added two concentrated graduate level certificate programs, which may be appropriate program choices for students who already hold baccalaureate degrees. You will find that our graduate certificate programs distinguish themselves from the competition in their combination of theory and practice. Many area programs are training-oriented, but ours focus on providing the critical thinking, skills application, and problem solving skills you will need for the long term.

Special Programs Designed to Prepare You for Graduate School or Certification and Licensing Examinations

Whether your goal is graduate school or a professional license, University College has offerings to meet your needs. Because U.C. offers part-time, convenient course offerings of excellent quality and caters to the needs of continuous learners, many students who need to take background courses in preparation for application to graduate or professional schools attend University College. In addition, a number of licenses and professional designations, which can be so helpful to career position or job mobility, can be prepared for by taking credit or non-credit offerings at University College. Application procedures and requirements are described with each program listing.

Individual Course Offerings

University College's convenient open enrollment system makes it easy to just take a course or two that are of interest to you. Whether to enhance career skills, or for personal enrichment, there are 2,000 course offerings each year from which to choose. From earth science to music, philosophy, creativity, communication studies, theater, business law, career development, computer literacy, mathematics, and creative writing, you'll always find something fascinating. You need not feel like you must pursue a degree, certificate, or special program to take advantage of what University College has to offer. Academic advisors are always available to assist with program or course selection.

Career Transition Programs

If you are thinking of making a career change in the near future, you might benefit from adding one or two of the following enhancements to your studies, whether you are in a degree, certificate, or special program.

- CD 4100 Managing Career Decisions (3 q.h.)
- CD 4102 Career Decision Making (1 q.h.)
- CD 4104 Career Planning/Self Marketing (1 q.h.)

Free job search seminars are offered by the Department of Career Services (call 617-373-2430 for times and places). Other Career Development courses can be found on p. 177.

Directory of Academic Programs

Accounting and Finance	page		page
Accounting		Computer Graphics	
Certificate	39	Certificate	43
Associate's degree	77	Graphic Design and Visual	
Bachelor's degree	86	Communication	
Advanced Accounting*		Associate's degree	129
Advanced Level Certificate	39	Bachelor's degree	136
Banking and Financial Services*		English	
Graduate Level Certificate	66	Bachelor's degrees	134
Certified Financial Planner		Marketing	
Post-baccalaureate,		Certificate	51
non-credit Certification		Associate's degree	83
Preparation	56	Bachelor's degree	94
Economics		Technical Communications	
Bachelor's degrees	133	Bachelor's degree	154
Finance		Technical Writing	
Certificate	47	Certificate	54
Associate's degree	79	Writing	
Bachelor's degree	88	Certificate	55
Arts and Literature		Computer Technology and	
Art		Information Management	
Bachelor's degrees	131	Cancer Data Management*	
Arts and Sciences		Certificate	113
Associate's degree	129	Computer Crime and Security	
Computer Graphics		Certificate	43
Certificate	43	Computer Graphics	
English		Certificate	43
Bachelor's degrees	134	Computer Programming Certificate	
Graphic Design and Visual		Software Development Track	44
Communication		Systems Analysis Track	45
Associate's degree	129	Computer Systems Specialist*	
Bachelor's degree	136	Intensive Certificate	46
Liberal Studies		Health Information Administration*	
Bachelor's degree	144	Bachelor's degree	111
Writing		Post-baccalaureate Certificate	112
Certificate	55	Internet Technologies	
Communications and Marketing		Certificate	50
American Sign Language		Management Information Systems	
Certificate	40	Associate's degree	82
Deaf Studies*		Bachelor's degree	92
Certificate	47	Microcomputer Software	
ASL-English Interpreting*		Certificate	52
Advanced Level Certificate	40	Technical Communications	
Bachelor's degree	130	Bachelor's degree	154
Art		Technical Writing	
Bachelor's degrees	131	Certificate	54
Business Communication		UNIX for Business	
Certificate	42	Certificate	55

*Special entrance requirements and application procedures. Details in program description on noted page.

	page		page
Criminal Justice, Law, and Community Studies		Business Administration	
Computer Crime and Security Certificate	43	Certificate	41
Corrections		Associate's degree	78
Bachelor's degree	100	Corrections	
Criminal Justice		Bachelor's degree	100
Associate's degree	99	Economics	
Economics		Bachelor's degrees	133
Bachelor's degrees	133	Finance	
History		(see separate Accounting and Finance category)	
Bachelor's degrees	137	Health Information Administration	
International Politics, Culture and Trade		Bachelor's degree	111
Bachelor's degree	140	Post-baccalaureate Certificate	112
Legal Studies		Health Management	
Certificate	50	Bachelor's degree	114
Liberal Arts with Business Minor		Human Resources Management	
Bachelor's degree	142	(see separate category)	
Liberal Studies		International Business and Culture	
Bachelor's degree	144	Certificate	49
Paralegal Studies		International Politics, Culture, and Trade	
Advanced Level Certificate	128	Bachelor's degree	140
Policing		Liberal Arts with Business Minor	
Bachelor's degree	101	Bachelor's degree	142
Political Science		Management	
Bachelor's degrees	146	Certificate	51
Security		Bachelor's degree	90
Bachelor's degree	102	Management Information Systems	
Sociology-Anthropology		Associate's degree	82
Bachelor's degrees	152	Bachelor's degree	92
Education and Social Services		Marketing	
Gender and Family Studies		Certificate	51
Certificate	48	Associate's degree	83
Liberal Studies		Bachelor's degree	94
Bachelor's degree	144	Operations/Project Management	
Psychology		(see separate category)	
Bachelor's degrees	150	Real Estate	
Sociology-Anthropology		Salesperson's Exam Prep.	58
Bachelor's degrees	152	Security	
Teacher Preparation leading to Provisional Certification:	59	Bachelor's degree	102
Elementary	60	Small Business Management and Entrepreneurship	
Health Education	61	Certificate	52
Secondary	60	Health Professions	
Special Education	61	Cancer Data Management*	
General Business Administration and Specialized Management		Certificate	113
Accounting		Dental Hygiene	
(see separate category)		Post-baccalaureate Program Preparation	62
Auto Damage Appraisal		Emergency Medical Technician/Basic Certification Preparation	
Non-credit Preparation for Mass. State Licensing Examination	56		57

*Special entrance requirements and application procedures. Details in program description on noted page.

	page		page
Health Information Administration*		Payroll Administration	
Bachelor's degree	111	Non-credit course in preparation	
Post-baccalaureate Certificate	112	for CPP (Certified Payroll	
Health Management		Professional) designation	56
Bachelor's degree	114	Operations/Project Management	
Continuing Care		Logistics and Transportation	
Administration Option	115	Associate's degree	81
Community Health		Operations Management	
Management Option	115	Associate's degree	84
General Health		Operations Technology	
Management Option	115	Bachelor's degree	96
Transfer Option	115	Purchasing and Materials	
Health Science		Management	
Bachelor's degree	116	Associate's degree	85
Comprehensive Health		Supply Chain Management	
Science Option	117	Certificate	53
Environmental Health		Operations Track	53
and Safety Option	117	Logistics/Transportation	
Transfer Option	117	Track	53
Medical Specialty		Purchasing Track	54
Preparation Option	117	APICS	
Medical Laboratory Science		Preparation for CPIM (Certified	
Associate's degree	118	Production and Inventory	
Nursing: RN to BSN		Control Manager) exam	56
Bachelor's degree	120	CTL	
Paramedic Technology*		Preparation for CTL (Certified	
Full time, Intensive Certificate		in Transportation and	
Program	122	Logistics) exam	56
Associate's degree	122	NAPM	
Phlebotomy		Preparation for CPM (Certified	
Certification Preparation	58	Purchasing Manager) national	
Physical Therapy		certification	57
Preparation Program	64	Science and Technology	
Pre-Medical/Dental School		Biological Science	
Professional School		Bachelor's degree	105
Preparation	63	Biotechnology	
Radiologic Technology		Associate's degree	107
Associate's degrees	123	Bachelor's degree	108
Speech-Language Pathology		Environmental Health and Safety	
& Audiology		Degree Option	117
Graduate School Preparation	64	Health Science	
Human Resources Management		Bachelor's degree	116
Human Resources Management		Medical Laboratory Science	
Associate's degree	80	Associate's degree	118
Certificate	49		
HRM Track	49		
Compensation and			
Benefits Track	49		
Staffing Specialist Track	49		
Human Resources Management*			
Graduate Level Certificate	67		
HRCI Certification Preparation			
Non-credit course in preparation			
for HRCI (Professional in Human			
Resources) designation	57		

*Special entrance requirements and application procedures. Details in program description on noted page.

Course descriptions are listed in alphabetical order by subject area beginning on page 161.

Advising, Career Services, and Counseling

Counseling and Career Search Activities to Bring Your Plans Into Focus

The world of work is changing rapidly. As we move to the brink of the 21st century, making decisions about your career and the education you need to support your career goals has become complex. University College offers a wide range of career and academic counseling services to assist you in making both educational and career decisions. The College provides academic advisors and career counselors, offers credit and noncredit career-planning programs, and serves as a link to other student support services offered by Northeastern University.

Open House Programs and Educational Planning Programs

If you are thinking about enrolling in University College for the first time, you are encouraged to attend an Open House and EPP. Open Houses and EPPs introduce potential students to the many University College programs and services designed to meet educational, job-related, and personal needs. They also orient new students to the University and address concerns that many adult, part-time students have about transfer credit, international student applications, course selection, career decision making, admission to degree programs, certificate programs, and financial aid.

Students currently enrolled in University College are also invited to attend an Open House. Open Houses are ordinarily scheduled each quarter at selected campus sites at or about the same time that registration takes place. Details appear in the *Schedule Guide* for each term.

Academic Advising

Academic advisors are available by appointment to talk with University College students and prospective students about courses, transfer credit, degree requirements, career counseling referrals, and other matters of individual concern. Persons requiring any support services such as a sign language interpreter should mention this at the time the appointment is being made. Please refer to information on the Disabilities Resource Center for further information.

For academic advising questions, use e-mail for an answer:

uc-academic-affairs@lynx.dac.neu.edu

To make an appointment at a specific campus, please call the appropriate number, as listed below.

- *Main Boston Campus:* Advisors are available weekdays from 8:30 a.m. to 7 p.m. Call 617-373-2400 or TTY 617-373-2825 (for Deaf or hard of hearing).
- *Burlington Suburban Campus:* Call 617-373-2400. (Note: this is a Boston campus phone number.)
- *Downtown Boston Campus* (89 Broad Street): Call 617-373-8300.
- *All other branch locations:* Advisors are available for scheduled appointments. Call 617-373-4291 for an appointment.

During registration, the advising staff in Boston is available to meet with students on a walk-in basis from 9 a.m. to 7 p.m. Students may also call in with questions during these times. In addition, registration advisors are available at satellite campuses during most registration hours to assist students with course selection and to explain registration procedures.

Tutorial Services

University College offers tutorial assistance in several subjects. Tutoring, which is on a one-to-one basis, provides an opportunity for student and tutor to focus on specific problems that might not have been covered during class time. You may request tutorial information from the Office of Academic and Student Affairs, 617-373-8300. A flyer describing tutorial services is also available at all campus locations.

Career Services to Guide You Through Your Next Transition

The workplace has undergone tremendous change in the last several years and that phenomenon continues to accelerate. Global competition is intense; computer and telecommunication technology has exploded; downsizing and re-engineering of business and government organizations have dramatically altered worksettings; and increased use of temporary and contract workers has shifted the very definition of employment. Meanwhile, the workforce is undergoing its own transformation. No longer guaranteed secure employment, workers are insisting on meaningful work, work that is personally satisfying, work that makes a contribution to society.

Career Development Courses

The responsibility for managing one's career has landed squarely with the individual. Success in today's market requires continuously updated skills, an entrepreneurial spirit, a customer orientation, and a network of contacts. University College offers several credit courses in career development to prepare adults for the workplace of the 21st century. In these courses, described on p. 177 of this *Bulletin*, students develop valuable skills to manage careers over the lifespan.

Career Services

The **Department of Career Services** assists all students, alumni/ae, and members of the Northeastern University community in developing and implementing successful career plans. A career redirection team of three counselors trained in the career transition needs of adults is available for all University College students. Recent trends (including global economy, downsizing, new technology, and outsourcing) have changed the world of work. The ability to project, prepare for, and manage change will determine your career success. For information about available services, contact:

Northeastern University
Department of Career Services
P.O. Box 895
Boston, MA 02117
617-373-2430

Location: 101 Stearns Center, Main Boston Campus
Office Hours: Sept.-June: 8:30 a.m.-4:30 p.m., Monday-Friday
Summer Quarter: 8:00 a.m.-5:00 p.m., Monday and Thursday

In addition, the **Career Resource Center**, located in 103 Stearns Center, is open until 7:00 p.m. most Tuesday and Wednesday evenings throughout the year for counseling appointments and general use of print, video, and computer resources.

Home page: <http://www.dac.neu.edu/units/coop/careerservices/>

Career Counseling

Career counseling is available to help matriculated students make sound career decisions. Depending on individual needs, career counseling might include planning a career or a career change, making decisions, setting short and long term goals, developing effective job search strategies or participating in videotaped mock interviews. Students decide with the counselor whether they need one or more sessions. Career counseling is by appointment in Boston, Dedham, Downtown Boston at Batterymarch, or Burlington and may be arranged by calling 617-373-2430, TTY 617-373-2432.

Professional Development Seminars

Whether you are a seasoned job hunter or a beginner, seminars are designed to prepare you to compete effectively in today's market. Meeting the demands of the current marketplace, seminar topics include self-assessment, the latest in job search strategies, internet job search, and building an international career. Seminars are offered during day and evening hours throughout the year.

Evening seminars take place in Boston and Burlington and are announced in classes prior to the start of each series. Current seminar offerings are also listed on our homepage on the World Wide Web; the internet address is <http://www.neu.edu/units/coop/careerservices>. Students who wish to participate in these seminars must reserve a place by calling the Department of Career Services at 617-373-2428, TTY 617-373-2432.

Career Resource Center

The Career Resource Center, located in 103 Stearns, provides a variety of services and resources:

- a book collection containing occupational information, resume and interviewing resources, job search guides, and directories of employers and graduate schools;
- a Job Bank containing current local, national, and international job opportunities and internships;
- employer videos and files containing annual reports, product information, and descriptions of entry-level position and training programs;
- daily walk-in hours for assistance with resumes and correspondence;
- computer access to on-line job search resources available on the internet.

Career Expos and Networking Events

University College students are welcome to attend Career Expos and networking events. This year's events will include a week-long series of career programs including speakers, panel presentations, and a major Career Expo with over 100 participating companies and organizations. Students will have the opportunity to meet informally with prospective employers and alumni/ae to discuss career options and job opportunities.

On-Campus Recruiting

All students receiving a bachelor's degree in the current academic year are eligible to interview with organizations recruiting on campus. Organizations typically range from larger international corporations to smaller non-profit organizations. The fall and winter recruiting seasons attract 300 employers who conduct over 3,000 interviews. Lists of participating employers are available at the start of the quarter. Students planning to participate in on-campus recruiting must attend an orientation during the first week of the quarter. Contact the office for details.

On-line Job Listings

The Department of Career Services has entered into a partnership with JOBTRAK, an on-line service that connects employers with potential candidates to fill job openings. JOBTRAK is used by over 200,000 employers, 500 college career centers, and millions of students and alumni/ae. The JOBTRAK website is located at <http://www.jobtrak.com>. For the password giving you access to job listings targeted to Northeastern University, call 617-373-2430.

Resume Matching

The Department of Career Services maintains a database of seniors and alumni/ae who are looking for career opportunities. When employers notify us of professional vacancies, they often ask us to refer eligible candidates. Resumes of all candidates meeting the qualifications specified by the employer are forwarded for consideration. Employers then contact the candidates they wish to interview.

Northeastern National Career Network

The Northeastern National Career Network (NNCN) is a voluntary organization of Northeastern alumni/ae and other professional affiliates who are willing to share information on their career fields. NNCN members offer insight into industry trends, their own career experiences, an overview of their field, and information on job opportunities. Whether you are an undergraduate trying to focus on your career direction or an alumnus/alumna or graduate student making a career change, NNCN members are an extremely valuable source of information and contacts. The NNCN materials are located in the Career Resource Center, 103 Stearns.

Reciprocity

The Department of Career Services establishes reciprocal agreements with colleges and universities throughout the country to provide career assistance to our alumni/ae relocating outside of Massachusetts. We will write up to three letters on your behalf to other schools.

For additional information, contact the Department of Career Services at 617-373-2430, TTY 617-373-2432.

The Counseling Center

Students can receive confidential counseling to address personal, educational, or career concerns. Assistance is available to all students during days and some evening hours at the Counseling Center. For information and appointments, call 617-373-2142 or drop in at 302 Ell Building. *All services are free.*

Individual and Group Counseling

People come to the Center for help with a variety of personal concerns. Anxiety and depression, academic problems, personal or family relationship problems, drug and alcohol abuse, and sexual concerns are among the issues that University College students may want to discuss with a professional therapist. The Center is committed to short-term therapy, with a maximum of twelve counseling sessions per year. If the Center cannot meet your needs, appropriate referrals are provided. The Center also offers a number of therapy groups that help students to address relationship and interpersonal problems. All counseling is confidential and protected to the full extent of the law. The Center does not provide services that require court testimony or involve litigation.

Alcohol and Other Drug Education

The Counseling Center houses the Alcohol and Other Drug (AOD) Education Office, which encourages responsible decision-making regarding AOD use and promotes a community free from the negative effects of substance abuse. Various peer education and awareness groups, such as Peers Reaching Out (PRO) Theatre Troupe, assist in this process.

Educational Programming

The Center staff is also available to present programs on topics including Stress Management, Assertiveness Training, Body Image Concerns, Time Management, Adult Children of Alcoholics (ACOA)/Family Issues, Acquaintance Rape Prevention, Gay/Lesbian/Bisexual/Transgender Issues, Listening Skills, Crisis Intervention/Suicide Prevention, Alternative Healing/Holistic Health, Meditation/Self-Hypnosis, Dating/Healthy Relationships, and Growing Up Divorced. Videotapes on Study Skills and Procrastination may be viewed at the Center.

Career Counseling and Testing

Whether you are considering a career change, pursuing new employment as a result of downsizing, wishing to develop new job skills for the changing workplace, or seeking assistance in choosing a career, career counseling and testing services at the Counseling Center may help you. Testing typically focuses on interests, abilities, and personality.

National Testing

The Center also administers many national tests. MATs are given weekly, CLEP exams twice monthly, and DANTES exams once monthly. Information and application packets for such standardized tests as the LSAT, GMAT, and TOEFL are also available. Call 617-373-2142 for more information.

The Disability Resource Center

The Disability Resource Center's (DRC) mission within the University is to enable people with disabilities or who are Deaf or hard of hearing equal access to higher education via support services and advocacy. The Center provides support services on an individual basis. Accommodations include but are not limited to: orientation, academic and general counseling, and approval of HP parking.

Prior to receiving services, individuals who have both visible and hidden disabilities or who are Deaf or hard of hearing must voluntarily request to register their disability-related needs by opening a file with the DRC. Registering with the DRC is done by providing the DRC with recent diagnostic documentation of the disability or hearing loss. During the Center's registration process, services are individually designed to meet the student's needs. Support services are available for the following groups' needs but are not limited to: students who are learning disabled, students who are head injured, students who have mobility disabilities or are wheelchair users, students who are Deaf or hard of hearing, students who are blind or visually disabled, students with degenerative or chronic conditions, and students with psychological disabilities.

The Disability Resource Center meets with student organizations such as the Disabled Student Organization of Northeastern University and the Deaf Club. Call 617-373-2675 or TTY 617-373-2730 for assistance.

Policies and Procedures

Admissions

University College has an open enrollment policy that enables students to take most courses and certificate programs simply by registering for the course. Applications for admission, entrance examinations, and College Board Examination scores are not required. Credits earned for individual courses taken at University College may be applied to a certificate or degree program.

However, students who are enrolled at University College and who decide to pursue a degree program must apply for admission to the program. Requirements include proof of high school graduation, a 2.0 q.p.a., completion of 18 q.h., and completion of the Critical Writing sequence. Special requirements apply to students entering degree programs such as the Associate in Science in Radiologic Technology, the Bachelor of Science in Business Administration, and Bachelor of Science in Nursing programs. For information on the admissions process for these programs, please see pages, 123-4, 74, and 120 respectively.

Students must be admitted to a degree program in order to be eligible for financial aid. See page 267-268 for information on obtaining financial aid. All international students must be admitted to a degree program in order to apply for an I-20 form. See page 21 for more information on international students. There is a separate procedure for entering Certificate programs. See below.

Both degree and nondegree students are entitled to make use of the student support services offered by University College. Call 617-373-2400 or TTY 617-373-2825 for more information.

Admission to a Certificate Program

Most certificate programs are designed to facilitate transfer into a related degree program. Additionally, a limited amount of transfer credit for introductory courses taken at another school may be applied toward certificate program requirements. The number of transfer credits permitted varies by certificate and is specified in the description for each certificate program. *Students must achieve a grade of C (2.0) or better in each course in order to receive a certificate.*

To enter a certificate program, students should file a certificate petition with the Office of Academic and Student Affairs. When you have completed all coursework toward your certificate, you should file a Certificate Completion Form. Petitions are available from the Office of Academic and Student Affairs, 180 Ryder Hall, 617-373-2400 or TTY 617-373-2825, and at all campus locations.

Registration

If you are a new student, you will need to do your initial registration by fax, mail, or in-person. Returning students may register for courses by telephoning, or by mailing or faxing the registration form available in the back of the *Schedule Guide* during the mail-in registration period or by reporting to any University College campus during the registration periods that are scheduled each quarter. It is not necessary to register at the campus where a particular course actually meets; students may register at any campus for a course scheduled at any other campus. Attendance at class, even with the instructor's permission, does not constitute registration unless the student has filled out a registration form. **To assure academic soundness, students may not register for courses after the second class meeting**, except in rare cases by special permission of the instructor. Academic credit will not be awarded to students who are not properly registered. See the Academic Calendar on pages 2-3 for a complete registration schedule.

Courses listed in this *Bulletin* are not necessarily offered each quarter. *Students may not be able to take all of the courses required for a particular program at any one campus location.* Each Fall, Winter, Spring, and Summer quarter the list of courses being offered is printed in a *University College Schedule Guide*. *Schedule Guides* are distributed at all campus locations several weeks prior to registration. To request a schedule by mail, call 617-373-2400 or TTY 617-373-2825.

Course Selection

Academic advisors (see page 14) are available by appointment at all campuses to help students plan their academic programs and select courses.

Students who have earned credits from other schools are urged to have their transcripts evaluated prior to the registration period to avoid duplicating coursework completed elsewhere. Students should allow *at least four weeks from the time all transcripts have been received for processing transfer credit petitions.* During the official registration periods at all campuses, advisors are available without an appointment to answer general questions and to help students make initial course selections. Because the process of evaluating transfer credit is complex, students should not expect advisors to evaluate their petitions during advising appointments.

Attendance

University College expects students to meet attendance requirements in all courses to qualify for credit. Attendance requirements vary, and it is the student's responsibility to ascertain what each instructor requires. Absence from regularly scheduled classes may seriously affect the student's academic standing. If a student is consistently absent without having made arrangements with the instructor, the instructor may take this to mean that the student has withdrawn and may issue a final grade of "W." Permission to make up work missed because of absence may be granted by the instructor on presentation of a reasonable excuse.

Auditing Policy

Students are permitted to audit courses upon submitting the usual registration forms and on paying the regular tuition fees. There is no reduction in fees for auditing. An auditor may participate in class discussion, complete papers and projects, and take tests and examinations for informal evaluation. However, regardless of the amount or quality of work completed, *academic credit will not be granted at any time for an audited course.*

The student's decision to audit a course must be communicated in writing to the Registrar's Office prior to the fourth class meeting. Exceptions to this procedure cannot be approved without authorization by the University College Associate Director of Academic and Student Affairs.

Change of Address or Name

Change of address and/or name must be reported in writing both to the Registrar's Office, 120 Hayden Hall, Northeastern University, 360 Huntington Avenue, Boston, MA 02115, and to the Office of Academic and Student Affairs, 180 Ryder Hall. Legal documentation must accompany requests for name changes.

Class Changes

University College reserves the right to cancel, divide, or combine classes when necessary. Although this policy ensures that students in most cases will not be excluded from a class because it is oversubscribed, it also means that a course may be cancelled because of inadequate enrollment. Cancellations are more likely to occur among upper-level or advanced courses than among introductory courses. While students may register as late as the first week of class, cancellation decisions are based on pre-

registration figures. *You are therefore encouraged to register in advance to increase the likelihood that the courses you want will run.* Seniors who are adversely affected by course cancellations should contact an academic advisor or their program office for help in identifying alternatives.

Credit Hours: Quarter-Hour Credit

Credit hours are assigned to a course based on the established educational standard of one credit hour for every three hours of student learning time per week over a term. Thus one hour of lecture or discussion plus two hours of individual study outside of class equals one credit.

Northeastern University operates on a quarter-hour credit system. A quarter-hour credit is the equivalent of three quarters of a semester hour. Most University College courses are assigned three quarter hours (abbreviated "q.h.") of credit and meet for two hours and ten minutes each week.

Students who would like to take courses at Northeastern and then transfer these credits to another school are urged to receive permission from an advisor at the other school prior to registering, especially since many other schools operate on a semester calendar.

Examinations

Tests are scheduled throughout each quarter at the option of the instructor and are regarded as part of the term's coursework. A final examination is held at the end of each quarter in each course unless an announcement is made to the contrary. The procedure for making up final examinations missed due to student absence may be found on page 35.

Homework

The specific work required for each course in University College is determined by the instructor. In general, University College students are expected to spend an average of six to eight hours per week outside of class on assignments for each course. Students who are absent are responsible for obtaining their homework assignments from their instructors or from other students. Homework assignments are not available from the Office of Academic and Student Affairs.

International Students

Northeastern University is authorized under Federal law to enroll *non-immigrant alien* students. International Student Applications must be filed by all non-immigrant students. Because the process of applying to University College is complex, deadlines for completed applications are well in advance of the start of each term:

<i>Deadline</i>	<i>for</i>	<i>Term Starting</i>
July 3, 1997		Sept. 1997 (Fall)
Oct. 3, 1997		Jan. 1998 (Winter)
Jan. 5, 1998		March 1998 (Spring)
April 3, 1998		June 1998 (Summer)

Students who miss the deadline for a given term will need to defer attendance to the following term. Proficiency in English is a prerequisite to admission and is determined by achieving a 550 on the TOEFL exam, by an assessment interview or by testing administered by the English Language Center. There is also an application fee of \$75.

Questions may be directed to the Office of Academic and Student Affairs, 180 Ryder Hall, 617-373-2400 (TTY 617-373-2825) or to the International Student Office, 203 Ell Building, 617-373-2310.

International students who are *resident aliens* in the U.S. must file an International Credentials Evaluation Form for admission and/or transfer credit and must provide proof of their resident alien status (green card). There is an evaluation fee of \$45 if international high school and college transcripts are involved. Questions may be directed to the Office of Academic and Student Affairs. (See page 31, Evaluation of International Educational Credentials, for further details.)

Course Load Policy

It is *recommended* that new students and/or students who are working full-time not take more than 12 quarter hours of credit per term. The *average* course load for a student working full-time is 6 q.h. per term. Students who are not working, or whose work schedules allow, may take up to 18 q.h. per term without special permission. Any student wishing to take more than 18 q.h. in a given term must file a course overload petition with the Office of Academic and Student Affairs *at least one week prior to the start of the term*. In no case may a student with a quality point average under 2.0 take more than 12 q.h. per term.

Petition for Course Overload forms are available from the Office of Academic and Student Affairs, 180 Ryder Hall, 617-373-2400 or TTY 617-373-2825.

Pass/Fail Courses

Students may register for one *open elective* course per quarter on a pass/fail basis and may not take more than a total of five pass/fail courses at University College. To be eligible for pass/fail status, the student must be in good academic standing (have at least a 2.0 quality-point average) and must also meet all prerequisites for the course.

To be graded on a pass/fail basis, the student must file a Pass/Fail Petition and have it signed by the Associate Director of Academic and Student Affairs. Pass/Fail Petitions are available from the Office of Academic and Student Affairs, 180 Ryder Hall, 617-373-2400 or TTY 617-373-2825. Petitions must be *received prior to the fourth class meeting*. Please see also the section on Pass/Fail Grades, page 35.

Placement Tests

Placement tests are given to students enrolled in *Critical Writing 1* (ENG 4100), *Writing for the Professions 1* (ENG 4380), and *Technical Writing 1* (TCC 4101) during the first class session. Some students may be requested to register for *Elements of Writing* (ENG 4011), a three-quarter-hour course offering additional help in writing, or *Advanced English for International Students* (ENG 4007).

Students registering for *Accounting Principles 1* (ACC 4101), *Accounting Principles 1 & 2 Intensive* (ACC 4105), *Chemical Principles 1* (CHM 4133), *Contemporary Algebra 1* (MTH 4110) or *Contemporary Algebra 1 & 2 Combination* (MTH 4114), must take a placement test at the first class meeting. The results will determine whether the student should take *Introduction to Mathematics 1 and 2* (MTH 4001 and MTH 4002) prior to taking these courses, or the noncredit *College Level Mathematics Refresher Workshop* scheduled on the first two Saturday afternoons following the first week of classes. Students registering for *College Algebra 1* (MTH 4107) must also take a placement test. Students registering for *Contemporary Algebra 1* (MTH 4110) or *Contemporary Algebra 1 and 2 Combination* (MTH 4114) must take a placement test on the first night of class. The results will determine whether the student should take *Introduction to Mathematics 1 and 2* (MTH 4001 and MTH 4002) prior to taking *Contemporary Algebra 1*. Students registering for *College Algebra* (MTH 4107) must also take a placement test at the first class meeting. Some students may be asked to register for *Technical Mathematics* (MTH 4006) to help improve their math skills. Placement tests are also given at the first class meeting of *MIS 4278 C++ for C Programmers*. Students may be asked to take a C Programming class to improve skills.

Prerequisites

Before registering for a course, you should read the course description in this *Bulletin* to determine if you need to have taken a prerequisite course. In order to ensure academic success, students are strongly advised to adhere to course prerequisites. Students with questions about prerequisites should contact the program office that administers the course or speak directly to the instructor. Students must have 80 q.h. in order to register for reserved section business courses. Students must have 130 q.h. to register for *Business Policy* (MGT 4450, 4451, or 4452).

Special Students

University College students who wish to take Basic College courses may, in certain instances, enroll on a term-by-term basis. These students must obtain prior approval from both the Office of the Dean of the college offering the course and University College's Office of Academic and Student Affairs, 180 Ryder Hall. Students must collect both signatures on a Special Registration Form and submit the form to the Registrar's Office. Tuition is charged at the Basic College rate.

Basic College students who wish to enroll in University College courses must obtain prior approval from the academic dean of their college.

Withdrawal Policy

Students who wish to withdraw from a course *must* complete a Course Drop Form, available at any campus location or drop their class by using the automated telephone system (617-373-8000). Students who withdraw from a course prior to the end of the seventh week of a term (please refer to the specific deadline in each *Schedule Guide*) will have no record of the withdrawal on their transcripts. Students may withdraw from the beginning of the eighth week to the end of the week prior to final examinations but the withdrawal *will be* noted on their transcripts. No withdrawals will be allowed for any reason during the week in which final examinations are given.

Academic Integrity

Students must accept the responsibility to be honest and to respect ethical standards in meeting their academic assignments and requirements. Integrity in academic life requires that students demonstrate intellectual and academic achievement independent of all assistance except that authorized by the instructor. Consequently, *all* work submitted to meet course requirements, whether it takes the form of papers, examinations, laboratory reports, computer projects, quizzes, or any other work assigned, is expected to be the student's own work produced specifically for each course.

Students who fail to meet the responsibility of academic integrity as defined here are subject to disciplinary sanctions ranging from a reduction in grade or failure in the assignment or course to dismissal from the University. Details on the Code of Student conduct and complete disciplinary procedures are outlined in the University College *Student Handbook*.

Academic Monitoring

Student grades are monitored at least once each academic year, usually after the end of spring term. Nondegree students, undeclared majors, and unadmitted students whose quality-point averages fall below 2.0 are contacted by the Office of Academic and Student Affairs and are offered all possible assistance. These students may also be subject to academic review, probation, and dismissal from University College when such action is warranted.

Students who feel they would benefit from academic assistance are encouraged to work closely with an academic advisor. Students may make appointments by calling 617-373-2400 or TTY 617-373-2825.

Academic Standing Committee

The University College Academic Standing Committee convenes at least once each month, and more often if necessary, to consider student academic grievances and appeals related to the academic policies and procedures contained in this *Bulletin*. The Committee has the power to dismiss students who do not meet the academic standards of University College. Complete procedures are outlined in the University College *Student Handbook*. Grievance letters may be addressed to the Dean's Office, University College, 295 Ryder Hall.

Disciplinary Action

The University Court has the authority to warn, censure, suspend, expel, or remove from the list of degree candidates any student who, because of disruptive, threatening, or illegal conduct or poor character, is considered an unsuitable member of the College community. The University Court is convened to hear a case when a member of the University College community charges a student with a violation of the Code of Student Conduct. Complete procedures are contained in the University College *Student Handbook*, which can be obtained at all campus locations or by calling 617-373-2400 or TTY 617-373-2825.

Student Records

In accordance with the Family Educational Rights and Privacy Act of 1974, Northeastern University permits students to inspect their records whenever appropriate and to challenge specific parts of them when they feel it is necessary. Specific details of the law as it applies to Northeastern are available in the University College *Student Handbook*.

Students' Rights and Responsibilities

The University subscribes to the view that all students have certain rights, freedoms and responsibilities. For these reasons, the University has adopted and published specific policies and procedures governing student rights and freedoms, general conduct, student discipline, grievance procedures, disclosure of information from student records, and University judicial procedures. Judicial and grievance procedures are related to issues of discipline and conduct, the right of students to appeal judgments of their academic performance, grievances based on the fact that a student is handicapped, and allegations of sexual harassment. All policies and procedures governing the above matters may be found in the University College *Student Handbook*. Copies are available in the Office of Academic and Student Affairs or by calling 617-373-2400 or TTY 617-373-2825. In general, copies are also available at each campus location.

Degree Program Policies and Procedures

Applying for Admission to a Degree Program

A student who wishes to be admitted to University College as a degree candidate must follow either Option 1 or Option 2 procedures as outlined here.

Students are urged to apply for admission as soon as they are eligible. Students *must* be admitted to a degree program in order to be eligible for financial aid. The admission process must be completed before the start of the term for which financial aid is being applied. Non-immigrant international students must also be admitted to a degree program and must follow the procedures outlined on page 21, International Students. International students who are resident aliens must follow the procedures outlined on page 31, Evaluation of International Educational Credentials.

Option 1

In general, students applying for admission to a degree program must have:

- completed at least eighteen quarter hours of credit, which may include transfer credit, and *must* include English courses ENG 4100, ENG 4101, and ENG 4102 or their equivalents;
- attained a minimum grade-point average of at least 2.0 (C) at University College (i.e. successfully completed at least one U.C. course); and
- provided (or submitted) a high school transcript, diploma or a high school equivalency certificate (GED).

In addition to the above requirements,

- Students who wish to apply to a Bachelor of Science in Business Administration (BSBA) degree program must also have completed 80 q.h. of credit, MTH 4110 and 4111 (Contemporary Algebra 1 and 2 or their equivalents), and one social science course.
- Students who wish to apply to the Bachelor of Science in Nursing (BSN) degree program should also note the additional admission requirements on page 120.
- Students who wish to apply to the Bachelor of Arts degree program in American Sign Language-English Interpreting, see page 130.
- Students who wish to apply to the Associate in Science in Radiologic Technology must file special application materials with the Radiologic Technology Office (617-373-2818).

Students who meet these requirements may file an application for admission in the Office of Academic and Student Affairs or at any branch campus. Applications may also be submitted by mail. Call 617- 373-2400 or TTY 617-373-2825 to obtain an application. Students will be notified of their acceptance by mail.

Option 2

Students who must apply for admission but do not meet the above requirements should:

- arrange an admission interview with an academic advisor by calling 617-373-2400 or TTY 617-373-2825, (617-373-8300 Downtown; 617-373-2400 Burlington and other satellite locations);
- complete an Option 2 application for admission and bring it to the interview;
- bring an official copy of the high school transcript or GED certificate to the interview; and
- bring official copies of any college transcripts to the interview.

Interviews may be arranged at all campus locations.

Bachelor of Science in Business Administration (BSBA) candidates are not eligible for admission under Option 2. These students will be placed in Associate degree programs until they have met the Option 1 requirements for the BSBA degrees.

Students who have been admitted to a degree program under Option 2 will have their transcripts reviewed after one academic year to ensure that they are making satisfactory academic progress. Satisfactory academic progress is defined as follows:

- completion of at least eighteen quarter hours of University College or transfer credit. This credit *must* include English courses ENG 4100, ENG 4101, ENG 4102, or their equivalents, and
- a minimum grade-point average of at least 2.0 (C) at University College.

The Office of Academic and Student Affairs will notify the Office of Financial Aid of those students who are not making satisfactory academic progress. Students who have not completed the above requirements within one year will be reverted to unadmitted status.

Academic Probation

All students are monitored at least once each academic year, usually after the end of spring term. Students majoring in Nursing are also reviewed on a quarterly basis by the Academic Standing Committee of the College of Nursing. Students in the Radiologic Technology Program are monitored on a continuing basis. Radiologic Technology students whose grades fall below acceptable levels are subject to sanctions imposed by the Program Director and may be asked to leave the program without a probationary period. Students who have been admitted to a degree program must maintain an overall quality-point average of not less than 2.0 (C) and a 2.0 (C) average in the required major courses in order to be considered in good academic standing. Any degree student whose overall quality-point average or major course average falls below 2.0 is placed on academic probation for a one-year period. Students receive formal notification of their probation and the level of performance required to return them to good academic standing. Students on probation are encouraged to meet with their assigned advisor at least once per term.

Students who do not raise their overall quality-point average or major concentration to 2.0 within the probationary period will have their cases referred to the University College Academic Standing Committee for review. This Committee has the power to remove students from their degree programs but allow them to continue taking courses at University College, or to dismiss them from University College.

Students who have been dismissed from University College must petition the Academic Standing Committee no sooner than one year from the date of dismissal if they wish to return to University College.

Additional Degree Status

Any student who has received a bachelor's degree from University College and wishes to earn a second bachelor's degree must fulfill an additional 45 quarter hours in residence after full completion of the first degree, at least 12 quarter hours of which must be in the new major concentration. At present, dual undergraduate degrees or dual majors are not available at University College.

A student who has already received an associate's or bachelor's degree from University College and who wishes to earn a second degree at the associate's level must fulfill an additional 24 quarter hours in residence after full completion of the first degree, at least 6 quarter hours of which must be in the new major concentration.

In either case, the additional degree and major must be distinctly different from the previously conferred degree. This policy does not apply to students earning an associate's degree who wish to go on for a bachelor's degree. Students interested in additional degree status are urged to first meet with an academic advisor.

Certificates Contained within Degrees

When a certificate is contained within a degree program (such as economics or graphic design), the grouping of certificate courses is treated like all other courses in terms of overall and major quality point average and the student receives a diploma only. However, if the student wishes to receive both a diploma and a certificate, the higher standard for certificate courses (minimum 2.0 in each certificate course) will apply. Students must file a certificate completion petition separately in order to receive the certificate.

Change of Major

Students wishing to change majors within University College should file a Change of Major Petition with the Office of Academic and Student Affairs, 180 Ryder Hall. Petitions are available at all campus locations or by calling 617-373-2400 or TTY 617-373-2825. Students who have received an associate's degree who are now working toward a bachelor's degree should be sure to change their majors to their new programs.

Changes in Requirements

The continuing development of University College requires frequent revisions. When no undue and unusual hardship is imposed on students because of these changes, students are expected to meet the requirements of the most current *Bulletin*. If a particular student finds it impossible to meet those requirements, the *Bulletin* for the year in which he or she declared a major is binding. University College makes every effort to inform students who are admitted to a degree program of changes in the curriculum.

Academic programs, course content, and rules and regulations are subject to change without notice.

Course Substitutions

Students may request to replace a required course in an academic program with another comparable course. Although such requests are not encouraged, the University recognizes that students may occasionally have very good reasons for requesting such substitutions. Students must complete a Petition for Course Substitutions and submit it to the Office of Academic and Student Affairs. Petitions are available at each campus location or by calling 617-373-2400 or TTY 617-373-2825. Petitions are routinely forwarded to the appropriate program director. The program director reviews the request and notifies the student of the outcome. A copy of the completed request is kept in the student's file in the Office of Academic and Student Affairs.

Dean's List

All degree candidates who have taken a minimum of 18 quarter hours during the fall, winter, spring, and summer quarters, and who have completed this coursework with a quality-point average of 3.25 or better with no "I" grades, grades below C-, and no pass-fail grades (except where there is no alternative or where required by the program) are placed on the Dean's List. These students receive certificates of commendation from the Dean of University College after the summer quarter has ended. See page 37 for information on graduation with honor.

In Absentia Status

If a student moves beyond a reasonable commuting distance from University College or its branch campuses and has completed one hundred thirty-five or more quarter hours of credit (at least 75 q.h. of which must have been taken at University College), the Associate Director of Academic and Student Affairs will consider a petition to allow the student to complete his or her requirements for a University College degree at another approved college. The remaining courses must be completed within two years of the date of official *in absentia* status approval. The student must submit course descriptions to the Associate Director for approval prior to taking the courses.

Status Reports

The Office of Academic and Student Affairs provides status reports for students who want to know where they stand in a particular academic program. Status Report Request forms are available at all campus locations and by calling 617-373-2400 or TTY 617-373-2825.

No more than one status report for the same program will be issued to a student in a given academic year. Requests are processed on a rolling basis.

Status reports are issued automatically

- when issuing the first transfer credit award and
- when the student is changing majors.

Special Studies

Qualified students may have the opportunity to take up to **six** special studies. Those who meet the specifications described below **may take a combination of:**

- **two advanced tutorials**
- **one field work**
- **three independent studies or**
- **three honors programs.**

Petitions for these studies are available in the Program Offices, located on the second floor of Ryder Hall. Petitions should be filed at least six weeks prior to the quarter in which the special study is to be taken.

Most special studies are taken under the direction of a faculty advisor who will meet with the student at least three times during the quarter, and will be available for frequent phone conferences. The language and lab tutorials will meet weekly. Students may request a specific faculty member. However, no special study may proceed without the Program Director's approval.

Special studies are not offered in all subject areas. To find out if they are offered in your area of interest, check the course descriptions for your program in this *Bulletin*.

Before petitioning for a special study, you may wish to consult with your program office. In many cases, taking a full course will be of greater value to you.

Advanced Tutorial: The Advanced Tutorial is designed primarily for students with declared majors who have been unable to take a needed upper-level course in the usual format because **the course has not been available for two consecutive years**. The Advanced Tutorial is essentially a full course taken independently under the supervision of a faculty advisor who will provide a syllabus, test the student's progress, and ascribe a grade. With the exception of languages and a few labs, Advanced Tutorials are 3 q.h. credits each.

Students may take no more than two Advanced Tutorials and should have completed 87 q.h. before petitioning.

Field Work: Field Work courses are designed to enhance career development by allowing students to earn credit for the application of their academic studies to experiences in the workplace. Field Work courses are offered for qualified Business students and certain Liberal Arts majors. Please refer to individual course descriptions for details, including prerequisites.

A student must have a 3.0 cumulative average to be eligible for Field Work and may take only one quarter of Field Work for 6 q.h. credits. Each student shall make his or her own arrangements for doing Field Work at an approved work site, and shall spend a minimum of fifteen hours per week at the site, whether on a paid or volunteer basis.

Each student shall meet with a departmental Field Work advisor at least five times per quarter in order to plan the project, monitor the student's progress, and present and discuss a final written report. The student's grade shall be dependent upon the quality of the experience as demonstrated by reports, work products, and other documentation and upon discussions between the University College faculty advisor and the work site supervisor.

Independent Study: The Independent Study is an opportunity for degree students who have completed 96 q.h. and maintained a 3.0 q.p.a. to undertake special research, reading, or experimental study projects in areas related to their major. In addition to filing a petition, interested students should submit a study proposal for the Program Director's approval. The proposal should include a detailed outline of the objectives and plan of study, and should be accompanied by a supporting statement from the faculty member under whose direction the study will take place. *Students may take up to three Independent Studies at 3 q.h. each.* Usually these courses would count toward major elective requirements.

Honors Program: The Honors Program is similar to the Independent Study, with two exceptions: the *student must have a 3.5 q.p.a.* to be eligible, and submit a more in-depth work product to earn the additional 1 q.h. credit.

Students may take up to three Honors Courses at 4 q.h. each. Usually these courses would count toward major elective requirements.

Please Note: Students may not take more than three of either Independent Studies or Honors Programs.

Transfer Credit Policies and Procedures

Transfer Credit Policy

Students may transfer credit from accredited institutions of higher education when courses completed are applicable to the student's program in University College. The minimum course grade acceptable for transfer credit is C, or 2.0 on a four-point scale. Regardless of the source (AP, APL, CLEP, DANTES, PEP, noncollegiate instruction, coursework at other schools), the total amount of transfer credit that may be awarded may not exceed 128 quarter hours. Courses for which transfer credit has been awarded may not be repeated at University College without a reduction in the transfer credit award. An accredited institution of higher education is an institution having recognition and membership in one of the six regional accrediting associations recognized by the Council on Post-Secondary Accreditation.

Transfer Credit Procedure

Students who would like to obtain an evaluation of credits earned from another institution must file a Transfer Credit Petition with the Office of Academic and Student Affairs. The student must then write to the registrar of the institution previously attended and request that an official transcript (one bearing that institution's seal) be forwarded to the Office of Academic and Student Affairs, University College, 180 Ryder Hall, Northeastern University, 360 Huntington Avenue, Boston, MA 02115.

Upon receipt of official transcripts, the Office of Academic and Student Affairs issues an evaluation of all credits as they apply to the student's program in University College. **Students should allow at least four weeks for processing transfer credit petitions from the point when all transcripts have been received.**

Since the process of evaluating transfer credit is complex, students should not expect evaluations of their transcripts during advising appointments. Official awarding of credit is recorded on the student's University College transcript when admission to a degree program is approved. Students who wish to be admitted to a degree program may indicate this on the transfer credit petition and should attach proof of high school graduation (high school transcript, copy of diploma or GED certificate). Please see page 25 for admissions requirements.

Validation of Required Upper-Level Business Courses for Transfer Credit

It may be necessary for students entering the Bachelor of Science in Business Administration (BSBA) degree program to validate required upper-level business courses that they have taken outside the framework of the program.

The Bachelor of Science in Business Administration degree programs offered by University College conform to all standards established by the American Assembly of Collegiate Schools of Business (AACSB). AACSB has been recognized by the Council for Post-Secondary Accreditation and by the United States Office of Education as the sole accrediting organization for university bachelor's and master's degree programs in business administration.

Validation is the set of procedures that tests whether an upper-level course completed in the lower division of a bachelor's degree program should be accepted for transfer credit in the upper division of a bachelor's degree program recognized and approved by the AACSB.

In general, students are able to validate previously earned course credits by taking a sequential course, a department-approved examination, or a CLEP (College Level Examination Program) or PEP (Proficiency Examination Program) examination.

For more information on course validation, see page 75. Students should talk with a University College academic advisor for information about the validation of upper-level business courses for transfer credit.

Validation of Knowledge in Nursing

The College of Nursing endeavors to assess the clinical knowledge and skill of RN-BSN students in a variety of ways. In their first nursing course, students prepare a portfolio for assessment of prior learning in relation to the expected outcomes of the baccalaureate nursing program. At the conclusion of this assessment, coupled with the review of previous nursing education, qualifying students will be granted advanced placement credit of 96 quarter hours. Other avenues of advanced placement are open to the RN-BSN student consistent with regular University College transfer credit and residence policies.

Evaluation of International Educational Credentials

United States citizens and international students with Resident Alien status who have international high school or college credentials must file an International Educational Credentials Form and pay a \$45 evaluation fee. An evaluation for purposes of admission and/or transfer credit is issued by the Office of Academic and Student Affairs. Requirements include completion of an interview and receipt of the completed form, official copies of all transcripts and translations into English, and a check or bank draft for \$45 payable to Northeastern University. The official assessment of international educational credentials is made in accordance with current standards for awarding transfer credit at University College or as recommended by the Center for International Higher Education Documentation.

International students with non-immigrant status must file an International Student Application (see page 21, International Students) and will have any transfer credit evaluated as part of that process.

Course(s) at Another College or University

Students already enrolled at University College who want to complete one or more courses at another institution may file a Prior Approval for Transfer Credit form to ascertain whether the course they wish to take is acceptable and equivalent to the University College course. A course description should be attached to the petition. Students may take courses elsewhere without prior approval, but do so at their own risk, as the course may not transfer into University College. There is a total limit of 128 q.h. of transfer credit from all sources. **Also, the senior residency requirement stipulates that students must take their last 24 q.h. for an A.S. or last 45 q.h. for the B.A., B.S., or B.S.B.A. degree at University College.** (See page 37.)

Credit by Examination

University College awards credit by examination, provided the examination does not duplicate previously earned academic credit. Credit is granted for successful completion of examinations currently available through the Advanced Placement (AP), College Level Examination Program (CLEP) and the DANTES Examination Program of the Educational Testing Service, and through the Proficiency Examination Program (PEP) of the American College Testing Program. Both programs have been designed to help students obtain college-level credit for knowledge acquired

through nontraditional means, such as on-the-job training, educational television, or correspondence, extension, or independent study. The passing score for University College programs is 500 on general examinations and 50 on subject examinations. This score is established by University College and is independent of the American Council on Education recommendations. Information about these programs is available from the Office of Academic and Student Affairs at University College and from the Northeastern University Counseling Center.

Modern Language Proficiency Examination

Students may be eligible to receive a maximum of 12 q.h. of credit for proficiency in a modern language. Examinations are currently offered in French, Spanish, German, Italian, Russian, and American Sign Language. Students should contact the Liberal Arts Program office, 617-373-2416, TTY 617-373-4126, for more information or an application form.

Assessment of Prior Learning (APL)

University College students may obtain up to 18 q.h. of APL credit in specified academic disciplines for knowledge gained through prior learning experiences, whether work-related or personal.

Specifically, students may be eligible for APL credit if they have accrued a foundation of knowledge and skills equivalent to the content of courses in the following areas:

- liberal arts (ART, CMN, ECN, ENG, HST, JRN, MUS, PHL, POL, PSY, SOA, SOC, TCC, THE);
- health professions and sciences (BIO, CHM, HIA, HMG, HSC, MLS); and
- business (MIS, RE, and TRN *only*).

The primary method for documenting prior learning is through the assessment of a student portfolio, although in some instances an examination will also be required.

The student must submit an Application for Assessment of Prior Learning, along with a non-refundable \$75 application fee made payable to Northeastern University. The application fee covers assessment and processing costs and is not tied to the granting of credit. Applications are available at 180 Ryder Hall, at any satellite location, or by calling 617-373-2400 or TTY 617-373-2825. Applications should be returned to the Associate Director of Academic and Student Affairs, 180 Ryder Hall.

The application portfolio should include a written narrative, accompanied by documentation, to support the claim for prior learning credit for one or more courses. Assistance in portfolio planning is available from academic advisors in the Office of Academic and Student Affairs. Appointments for this purpose can be made by calling 617-373-2400 or TTY 617-373-2825. In order to prepare documentation, students may want to request the *Guide to Portfolio Development for the APL Program* from the Office of Academic and Student Affairs and review course syllabi available from the appropriate Program Office. Documentation may include such evidence of accomplishment as published materials, writing samples, or copies of artistic work. Whenever possible, students should link prior learning to University College courses. However, when the appropriate course is critical to the academic soundness of a program, the student may be required to take the course, but may, in addition, receive APL credit as an elective credit in the related subject area.

Applications will be forwarded to the appropriate Program Office where faculty, consultants, and program office staff will review them. Students will be notified if further documentation or an examination is necessary. Decisions on the applications

will be forwarded to the Associate Director of Academic and Student Affairs. Please allow *at least two to three months* for processing. Students will be notified in writing of the outcome. Any credit awarded will appear as transfer credit on the transcript.

Students will be permitted to enter the APL program only after all traditional sources of transfer credit have been fully utilized. Students will not receive credit for courses that normally would not transfer to University College. If a course has a CLEP, PEP, DANTES, or challenge examination available, students will be required to take the exam. Credits earned through the APL program may be applied to certificate programs as transfer credit, within the limit designated for the certificate.

Students are encouraged to apply for APL credit as early as possible in their program. All previous college credits must be transferred and a status report completed by the Office of Academic and Student Affairs before an APL application can be submitted. Portfolio evaluations take approximately *two to three months* to process, and must be completed six months prior to graduation.

Any student wishing to pursue APL credit should contact an advisor in the Office of Academic and Student Affairs, 617-373-2400 or TTY 617-373-2825, to begin the application procedure.

Credit for Extra-Institutional Learning

Extra-institutional learning is learning that takes place outside the sponsorship of legally authorized and accredited post-secondary educational institutions. The term applies to learning acquired from formal courses sponsored by associations, governments, business, and industry.

In awarding credit for extra-institutional learning, University College uses the *National Guide to Educational Credit for Training Programs* and the *Guide to the Evaluation of Educational Experiences in the Armed Services*, both published by the American Council on Education and College Credit Recommendations: *The Directory of the National Program on Non-Collegiate Sponsored Instruction*, published by the New York Board of Regents.

Students applying for credit for extra-institutional learning must submit a Transfer Credit Petition and provide official credentials from the sponsoring non-educational organization to the Office of Academic and Student Affairs. The credit may be applied toward degree requirements at University College if recommended in the *National Guide* or the *Directory*, provided credit is not otherwise obtainable through the CLEP, PEP, or DANTES examinations (see Credit by Examination, page 31-32).

Grading System Policies and Procedures

Grading System

A student's work in each course is evaluated by the instructor, who awards a letter grade at the end of the quarter. This grade is officially recorded by the Registrar's Office. The grades and symbols used are given below, together with the numerical equivalents used for computing quality-point averages:

A (4.000)	C (2.000)	I Incomplete
A- (3.667)	C- (1.667)	L Audit (no credit)
B+ (3.333)	D+ (1.333)	NE Not enrolled/did not attend
B (3.000)	D (1.000)	S Satisfactory (pass/fail grade)
B- (2.667)	D- (.667)	U Unsatisfactory (pass/fail grade)
C+ (2.333)	F (0)	W Withdrawn after date of record
		X Incomplete (pass/fail grade)
		* Grade not received

Change of Grade Policy

The period for clearing any grade (including "I" grades) is restricted to one calendar year from the end of the quarter in which the course was originally taken. Thus any outstanding tests should be taken, and papers submitted at least three weeks prior to the deadline. "I" grades outstanding for twelve months or longer shall remain permanently on all records. Requests for exceptions to this policy must be made in writing to the University College Academic Standing Committee, 180 Ryder Hall. Call 617-373-2400 (TTY 617-373-2825) if you are unsure whom to contact.

Grade Reports and Transcripts

All efforts are made to mail grades prior to the beginning of the following quarter. A supplementary grade report is issued when a missing grade or a grade change is received. Grade reports of degree candidates indicate both their quarterly quality-point average and their cumulative quality-point average. Problems with grades not received (*) or grade changes that have not been posted on transcripts should be addressed to the Program Office that administers the course.

To obtain an official transcript, students (and alumni/ae) must send a check in the amount stipulated by the Office of the Bursar, mailing instructions, and a disclosure waiver, if necessary, to the transcript office at 117 Hayden Hall. To request a transcript in person, first obtain an official receipt from the Office of the Cashier at 248 Richards Hall; then present the receipt and a valid photo ID at 117 Hayden Hall. Telephone and fax requests are not accepted, and no transcripts can be faxed from the University. Currently enrolled students can obtain unofficial transcripts in person from the student information kiosks located around campus. Students not currently enrolled can obtain an unofficial transcript in person only by presenting a valid photo ID at 117 Hayden Hall.

Incomplete ("I") Grades

The "I" grade, or incomplete, may be given only when the student fails to complete a major requirement of a course, such as a term paper or a final exam, but has been in regular attendance. Students who have missed a substantial number of class meetings without the instructor's permission receive a grade of "W." An instructor may decide that a student has done so poorly in the course that even a perfect grade in a make-up final examination could not raise the grade from "F." In this case "F" is the proper grade, regardless of the missed final examination.

All deficiencies must be made up in the manner prescribed by the instructor **no later than one year following the recording of the "I" grade**. Students requesting an exception to this policy must petition the University College Academic Standing Committee, 180 Ryder Hall. To remove an "I" grade, the instructor must file a change of grade form with the program office. A student who elects to make up an "I" grade by taking the same course over again will be given a new grade and will be billed accordingly. The original "I" grade will remain on the student's record with a "repeat" designation.

Missed Final Examinations

Students who miss a final examination are given a grade of "I" (incomplete) unless the student has done so poorly in the course that even a perfect grade on a make-up final could not raise the grade from "F," in which case an "F" shall be given as the proper grade. Students do not automatically have the right to make up a missed final examination. Students must petition for this privilege and pay a fee of \$50 for each make-up examination. Petitions are available at each campus location or by calling 617-373-2425. Students are notified whether or not their petitions have been approved prior to the date of the make-up examination.

Students who make up a missed final examination will have the appropriate letter or pass/fail grade substituted for the "I" grade on their transcripts. Please see previous section for more information about "I" grades.

Pass/Fail Grades

Satisfactory completion of work in all courses taken on a pass/fail basis is designated on the transcript by the letter "S." Unsatisfactory work is designated on the transcript by the letter "U." Any unsatisfactory grade must be handled according to the existing policy of University College but may never be cleared by enrolling in the same course on the basis of the pass/fail system of grading.

An incomplete in a course taken on a pass/fail basis is designated by the letter "X" on the transcript and is treated according to the normal procedure for grades of incomplete.

Please see also Pass/Fail Courses on page 22.

Quality-Point Average

To obtain the quality-point average, the numerical equivalent of each grade received is multiplied by the credit hours earned, the quality points are added together, and the total quality-points are divided by the student's total quarter hours. An example follows:

Grade Achieved	Numerical Equivalent	Credit Hours	Quality Points
A	4.000	3	12.0
B-	2.667	3	8.0
C	2.000	6	12.0
F	0.000	<u>3</u>	<u>0.0</u>
		(15)	(32.0) TOTALS

The quality-point average is equal to the total quality points (in this case, 32.0) divided by the total credit hours (15), which comes to an average of 2.13.

Pass/fail grades (S, U, and X), incompletes (I), and audits (L) are not included in the quality-point average. Similarly, transfer credits are not included in quality-point averages. However, the total earned hours appearing on the student's transcript include both transfer credits and "S" grades. Transfer credits only appear if a student has been formally admitted to a degree program.

A cumulative quality-point average below 2.0 is unacceptable and does not allow a student to continue in University College or to receive a degree from Northeastern University. The "F" grade is a failure and requires repetition of the course in its entirety. University College also has a requirement that the q.p.a. in the major concentration courses must be 2.0 or better.

Repeating a Course

"F" Grades

Students who receive an "F" in a required course must repeat the course at full tuition rate. The original course and grade will remain on the record, but "repeat" will be noted next to it and the **new**, not the old, grade will be computed into the q.p.a.

Improving Q.P.A.

Students may repeat any course to improve their grade. The original course and grade will remain on the record, but "repeat" will be noted next to it. In all cases it is the **most recently received grade** which will be counted in the q.p.a., whether it is higher or lower than the original grade. There is no reduction in tuition fees for repeated courses.

Duplication of Courses

Sometimes students inadvertently repeat a course. Students will **not** receive credit twice for the same course; therefore, students are advised to be careful when selecting courses, as course titles and/or numbers sometimes change. One way for students to insure that coursework will not be duplicated, particularly if courses were taken under the old numbering system, is to petition for an updated status report.

Graduation Policies and Procedures

Residence Requirement

Every candidate for the bachelor's or associate's degree must fulfill the minimum residence requirement, which is defined as the satisfactory completion of at least forty-five quarter hours of coursework for the bachelor's degree or twenty-four quarter hours of coursework for the associate's degree, in University College **immediately preceding graduation**. At least twelve of the forty-five quarter hours, or six of the twenty-four, must be in the candidate's major field of study.

Because of this residence requirement, **students may not take courses at any other institution during their senior year for the purpose of transferring credit.**

Students whose enrollment in a degree program is interrupted for a period of one year or more will be reinstated in that program or a comparable program at the time of re-entry into University College.

At present, dual undergraduate degrees or dual majors are not available at University College. See the section on Additional Degree Status (page 26) for the residence requirement if pursuing a second degree.

Graduation Requirements

Except for certain health professions programs, the requirement for graduation from University College is 174 quarter hours for a bachelor's degree and 87 quarter hours for an associate's degree, with attainment of an overall quality-point average of 2.0 (C). Students who have transferred in a substantial amount of elective credit may have more than 174 q.h. or 87 q.h. upon completion of their programs. In addition, the student must have a 2.0 average in the required major courses. Bachelor of Science in Business Administration degree candidates must also meet all validation requirements. Although the credits allowed for acceptable work completed elsewhere by transfer students count toward fulfillment of quantitative graduation requirements, neither the credits nor the grades earned in such courses are included in the quality-point computations for graduation. Course requirements for each degree are outlined in this *Bulletin*.

Graduation with Honor

Graduation with honor is reserved for bachelor's degree candidates who have completed a minimum of 72 quarter hours of work at University College and who have demonstrated distinctly superior academic achievement as evidenced by the following quality-point averages:

Graduation with Honor	3.25 to 3.49
Graduation with High Honor	3.50 to 3.74
Graduation with Highest Honor	3.75 to 4.00

Transfer credit is not considered in determining honors.

Credit by Examination During the Senior Year

CLEP, PEP, or DANTES examinations (see page 31) may be taken by students during their final year of study provided they have met the forty-five or twenty-four quarter-hour residence requirement for graduation described above. Because of the time it takes for CLEP, PEP, and DANTES examinations to be graded and returned to the University, **students requesting June graduation must take their CLEP, PEP, or DANTES examinations no later than the winter quarter of their senior year, and students requesting September commencement must take their examinations no later than the spring quarter of their senior year.**

Senior Status Procedure

Each student who intends to graduate in either an Associate's or a Bachelor's Degree program during the current academic year must notify the Office of Academic and Student Affairs of his or her intention to graduate by filing for a senior status report. Commencement is held twice a year, in June and September.

Senior status reports are issued to assist students with selecting the courses they need to complete their program requirements. Seniors are encouraged to request their senior status reports during the summer prior to the academic year in which they plan to graduate. Petition forms are available at each campus location or by calling 617-373-2400 or TTY 617-373-2825. At this time, seniors are also encouraged to clear up missing grades, incompletes, transfer credit, admissions, or other problems.

Once a Senior Status Report has been completed, the Office of Academic and Student Affairs mails a Commencement Data Card on a rolling basis six months prior to Commencement for June graduates and three months prior to Commencement for September graduates. The card *must* be returned by the date specified to be guaranteed inclusion on the official graduation list.

Academic Audit of Seniors

The Office of Academic and Student Affairs conducts an academic audit of all seniors approximately one month prior to graduation. During this audit, academic problems such as incompletes, missing grades, missing courses, or validation problems are noted. Every effort is made to relay this information to the student through mail and telephone contact. If these problems remain unresolved, seniors are notified by certified mail that they have failed to qualify for their degree.

Commencement Ceremony

Information concerning commencement is mailed to all seniors who have returned a Commencement Data Card (see Senior Status, above) during the spring term, for June graduation, or the summer term, for September graduation.

Attendance at Commencement for all University College degree candidates is optional. Students who do not attend Commencement should receive their diplomas by mail approximately six to eight weeks after the ceremony.

Students must have cleared all academic, financial, and/or disciplinary deficiencies in order to graduate. Students who have questions about the commencement ceremony should direct them to the Commencement Office, 617-373-3639.

Undergraduate Certificate Programs

Accounting Certificate Program



Designed to enable students to gain a foundation of knowledge in the accounting field, this program teaches how to compile, analyze, and prepare critical business and financial records.

				quarter hours
ACC 4101	ACC 4102	ACC 4103	Accounting Principles 1, 2, 3	9
ACC 4301	ACC 4302	ACC 4307	Intermediate Accounting 1, 2, 3	9
ACC 4310			Cost Accounting 1	3
FI 4301			Principles of Finance	3

Total Quarter Hours (Possible transfer credit: 9 quarter hours) **24**

For more information, call 617-373-2418 or 617-373-2419.

The courses required for the Accounting Certificate are scheduled at the Boston, Burlington, Dedham or Westwood, Downtown, Framingham, Milford, and Weymouth campuses.

Advanced Accounting Certificate Program



Created for advanced students who have earned degrees already or who are majoring in areas other than accounting, this program can provide a second dimension or specialization in accounting for the management, finance, marketing or management information systems professionals.

This program is open only to students who have completed at least 80 quarter hours of college-level work. If you are new to University College, please attach proof that you have earned 80 q.h. to your "entering certificate petition." Students must meet the prerequisites for each course as outlined in the individual course descriptions. Students enrolled in the University College BSBA Accounting degree are not eligible to receive this certificate.

				quarter hours
ACC 4301	ACC 4302	ACC 4307	Intermediate Accounting 1, 2, 3	9
ACC 4408			Intermediate Accounting 4	3
ACC 4310			Cost Accounting 1	3
ACC 4411			Cost Accounting 2	3
ACC 4425	ACC 4426		Auditing 1, 2	6
ACC 4440	ACC 4441		Federal Income Taxes 1, 2	6
ACC 4400			Accounting Information Systems	3

Total Quarter Hours (Possible transfer credit: 9 quarter hours) **33**

For more information, call 617-373-2418 or 617-373-2419.

The courses required for the Advanced Accounting Certificate are scheduled at the Boston, Burlington, and Downtown campuses.

American Sign Language Certificate Program



Developed to introduce signing and give students the chance to practice and gain confidence in communicating with Deaf people. (See also the Deaf Studies Certificate, page 47; for a more advanced program, please see ASL-English Interpreting Certificate, below.)

			quarter hours
ASL 4101	ASL 4102	American Sign Language 1*, 2*	8
ASL 4201	ASL 4202	Intermediate American Sign Language 1*, 2	8
ASL 4301	ASL 4302	Advanced American Sign Language Proficiency 1, 2	8

Total Quarter Hours (Possible transfer credit for ASL 4101, ASL 4102, ASL 4201 12 quarter hours; all other credits must be completed in residence; a 3.0 cumulative grade-point average is required to receive this certificate.) **24**

*A language proficiency examination is available for these courses; the credits will show as transfer credit. For more information call 617-373-3064 (voice only) or 617-373-3067 (TTY only). The courses required for the American Sign Language Certificate are scheduled at the Boston campus.

American Sign Language-English Interpreting Certificate Program



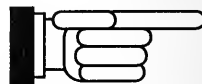
The Program

Designed to offer students education and training as sign language interpreters, the American Sign Language-English Interpreting Certificate Program was developed for students already proficient in American Sign Language and English and familiar with Deaf culture. The ten courses in the program cover the theory and practice of interpreting. Students who are looking for entry-level staff positions or freelance assignments may find this program helpful. Students preparing for state quality assurance screening and national evaluation may also benefit from this program.

To obtain the certificate, students must complete all required coursework with grades of B or better in each class.

Admission

Candidates for admission must complete the American Sign Language and Deaf Studies certificates and a screening procedure before entering the program. The screening will assess abilities in ASL and spoken English, knowledge of American Deaf culture and American mainstream culture, memory, and cognitive processing.



For More Information

For the introductory programs (ASL and Deaf Studies Certificates), please see pages 40 and 47. Applications and further information are available from the ASL Director, 276 Holmes Hall, Northeastern University, Boston, MA 02115, 617-373-3064 (voice only) or 617-373-3067 (TTY only).

				quarter hours
ASL 4601	ASL 4602	ASL 4603	American Sign Language-English Interpreting 1, 2, 3	12
ASL 4607			Interpreting Lab	4
ASL 4608			Practicum 1	4
ASL 4609			Contrastive Analysis for Interpreters	4
ASL 4610			Interpreters at Work	3
ASL 4612			Interpreter Role and Ethics	4
ASL 4613			Practicum 2	4
Elective				3
Suggested: CMN 4111; CMN 4151; CMN 4154; CMN 4221; CMN 4231; PHL 4165; PHL 4235; SOA 4155; SOC 4100; SOC 4154; SOC 4170; SOC 4177; SOC 4178; SOC 4205; SOC 4240; THE 4120; THE 4140; THE 4250.				

Recommended: (not counted toward certificate)

ASL 4604	Special Topics in Interpreting	(3)
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Total Quarter Hours (Possible transfer credit: 12 quarter hours) **38**

The courses required for the American Sign Language-English Interpreting Certificate are scheduled at the Boston campus.

Business Administration Certificate Program



Intended to help students get started or catch up on the basics of business, this program is often taken as a foundation for further study of the various facets of business administration.

			quarter hours
ACC 4101	ACC 4102	Accounting Principles 1, 2	6
HRM 4301	HRM 4302	Organizational Behavior 1, 2	6
MKT 4301		Introduction to Marketing 1	3
MGT 4101	MGT 4102	Introduction to Business and Management 1, 2	6
MGT 4358		Today's Management Issues	3

Total Quarter Hours (Possible transfer credit: 9 quarter hours) **24**

For more information, call 617-373-2418 or 617-373-2419.

The courses required for the Business Administration Certificate are scheduled at all campuses.

Business Communication Certificate Program



Built on the premise that effective communication in a variety of business situations is a key factor in career satisfaction and advancement, this vital program sharpens verbal and writing skills for today's business world.

		quarter hours
CMN 4102	Group Discussion	3
CMN 4152	Conducting Interviews in the Professions	3
CMN 4153	Techniques of Persuasion	3
CMN 4154	Negotiation Skills	3
CMN 4251	Business and Professional Speaking	3
HRM 4301	Organizational Behavior 1	3
JRN 4335	Public Relations Basics	3
MGT 4101	Introduction to Business and Management 1	3

Choose one writing course from the following:

ENG 4380	Writing for the Professions 1	(3)
JRN 4112	Writing for Media 1	(3)
TCC 4101	Technical Writing 1	(3)

or choose any acceptable substitute in written communication, with prior approval of the department consultant or program director.

Total Quarter Hours (Possible transfer credit: 9 quarter hours) **27**

For more information, call 617-373-2416 or 617-373-2423.

The courses required for the Business Communication Certificate are scheduled at the Boston, Burlington, Downtown, Framingham, and Weymouth campuses.



Cancer Data Management Certificate Program

See p. 113 for details.



Computer Crime and Security Certificate Program



Introduces students to information security principles, recognizing and preventing computer crime, and investigating and reconciling computer crime incidents. Students will learn how information technology security programs are developed and how to coordinate these programs with auditors, legal departments, law enforcement officials, and other agencies. Courses cover hardware security, information security, contingency planning, technology crime prevention and detection, and legal issues pertaining to this emerging industry.

		quarter hours
MIS 4114	Introduction to PC Software*	3
CJ 4114	Introduction to Law 1 and 2	6
CJ 4201	Criminal Investigation 1	3
CJ 4403	Introduction to Security	3
CJ 4412	Computer Crime and Security	3
CJ 4420	Advanced Computer Applications in Criminal Justice	3
MIS 4360	Computer Privacy and Security	3

Total Quarter Hours (Possible transfer credit: 9 quarter hours) **24**

For more information, call 617-373-2423.

*Should be taken at the beginning of the student's course of study.

The courses required for the Computer Crime and Security Certificate are scheduled at the Boston campus.

Computer Graphics Certificate Program



Designed to offer students a comprehensive background in graphic design through the core curriculum, the program allows students to elect one of three capstone courses: *ART 4186 Computer Graphic Design Portfolio*, *ART 4184 Presentation Graphics*, or *ART 4191 3D CADD Applications*. The elective course must be taken last.

		quarter hours
ART 4112	Visual Foundations:	
	Two Dimensional Design*	3
ART 4139	Visual Foundations: Color*	3
ART 4140	Graphic Communication and Production	3
ART 4141	Graphic Design 1*	3
ART 4151	Typography	3
ART 4181	Introduction to Computer Graphics*	3
ART 4183	Electronic Publishing Systems*	3
ART 4185	Creative Imaging: Custom Computer Design*	3
ART 4187	Advanced Computer Illustration*	3
ART 4189	Advanced Electronic Publishing Design*	3
ART 4366	Promotional and Technical Publications: Design and Production*	3



ART 4184	Presentation Graphics*	(3)
<i>or</i>	<i>or</i>	
ART 4186	Computer Graphic Design Portfolio*	(3)
<i>or</i>	<i>or</i>	
ART 4191	3-D CADD Applications*	(3)

Total Quarter Hours (Possible APL or transfer credit: 9 quarter hours) **36**

For more information, call 617-373-2416 or 617-373-2423.

*3 1/2-hour studio.

The courses required for the Computer Graphics Certificate are scheduled at the Boston campus.

Computer Programming Certificate Program



Designed to provide students with a strong computer foundation while maintaining the flexibility necessary for students to meet their own specific needs, whether their objective is to update current skills or to obtain an entry level position.

		quarter hours
MIS 4114	Introduction to PC Software	3
MIS 4115	Introduction to Computers and Information Systems	3
MIS 4236	Advanced PC Software	3
MIS 4210	Business Programming Logic	3

Software Development Track

Choose six of the following:

MIS 4243	Visual Basic Programming	(3)
MIS 4244	Advanced Visual Basic	(3)
MIS 4276	C Programming 1	(3)
MIS 4277	C Programming 2	(3)
MIS 4278	C++ for C Programmers	(3)
MIS 4282	Operating Systems Overview	(3)
MIS 4283	Introduction to Windows Programming	(3)
MIS 4285	Web Publishing	(3)
MIS 4286	JAVA Programming	(3)
MIS 4321	UNIX 1	(3)
MIS 4322	UNIX 2	(3)
MIS 4342	Advanced Database	(3)
MIS 4346	Structured Query Language	(3)
MIS 4360	Computer Privacy and Security	(3)



Systems Analysis Track

MIS 4301	MIS 4302	Structured Systems Analysis and Design 1, 2	6
MIS 4307		Communications and Networking	3
<i>Choose three of the following:</i>			
MIS 4243		Visual Basic Programming	(3)
MIS 4244		Advanced Visual Basic	(3)
MIS 4276		C Programming 1	(3)
MIS 4277		C Programming 2	(3)
MIS 4278		C++ for C Programmers	(3)
MIS 4282		Operating Systems Overview	(3)
MIS 4283		Introduction to Windows Programming	(3)
MIS 4285		Web Publishing	(3)
MIS 4286		Java Programming	(3)
MIS 4321		UNIX 1	(3)
MIS 4322		UNIX 2	(3)
MIS 4346		Structured Query Language	(3)
MIS 4360		Computer Privacy and Security	(3)
MIS 4342		Advanced Database	(3)
Total Quarter Hours (Possible transfer credit: 9 quarter hours)			30

This certificate differs from the Computer Systems Specialist Program (described next) in that the courses for this certificate are regularly offered at the Boston, Burlington, Dedham, and Downtown campuses and may be completed over a longer period of time than in the Specialist Program. For more information about both programs, call 617-373-2418 or 617-373-2419.

Computer Systems Specialist Program



The Program

Designed to offer training to become computer systems specialists, this program is intended for students who are interested in entry-level programming positions in business and industry. The program addresses the career goals of individuals who have little or no academic or work-related background in computer programming. Students who successfully complete the program receive a Computer Systems Specialist Certificate.

Admission

Computer Systems Specialist Program candidates will be evaluated for acceptance into the program on the basis of their transcripts from high school or most recently attended college, their motivation and their expressed goals. Enrollment is limited. This program is offered only if a sufficient number of qualified candidates apply.

Time and Place

The program is scheduled to begin twice during the academic year, once in the fall and again in the spring quarter. Classes are scheduled for thirty-one weekends: at the Burlington Campus, Friday, 6 p.m. to 10 p.m., and all day Saturday, 9 a.m. to 5:30 p.m. and at the Downtown Boston Campus on Thursday and Saturday at the same hours.

Academic Credit and Certification

Upon satisfactory completion of the program, students will have accumulated forty-five quarter hours of academic credit, and will receive the program certificate. The credits represent 26 percent of the credits necessary for a bachelor's degree.

Placement Assistance

Although job placement is not guaranteed, most students who successfully complete the program find suitable employment. Placement services include individual counseling; job-search seminars on career opportunities, self-assessment, resume preparation, and interviewing skills; and resume referrals to employers.

For More Information

For more information about the program and an application form, contact the Business Administration Program Office, Northeastern University, University College, 360 Huntington Avenue, Boston, Massachusetts 02115, 617-373-2418 or 617-373-2419.

Courses in the program are:

		quarter hours
MIS 4116	Introduction to PC Software and Information Systems Intensive	6
MIS 4210	Business Programming Logic	3
MIS 4236	Advanced PC Software	3
MIS 4238	Introduction to the Internet	3
MIS 4243	Visual Basic Programming	3
MIS 4278	C++ for C Programmers	3
MIS 4279	C Programming 1, 2 Intensive	6
MIS 4283	Introduction to Windows Programming	3
MIS 4290	Operating Systems Technology	3
MIS 4305	Structured Systems Analysis and Design Intensive	6
MIS 4307	Communications and Networking	3
MIS 4345*	Database Management Systems	3
Total Quarter Hours		45

*For course description see MIS 4445.

The Computer Systems Specialist Program is offered at the Downtown and Burlington campuses.

Deaf Studies Certificate Program



Deaf studies provides the student the opportunity to solidify and enhance ASL skills and knowledge of the Deaf Community. It also provides additional educational opportunities for those who plan to enter the field of interpreting and those who have other goals related to deafness. Courses with an ASL prefix are taught in American Sign Language. Students entering this program will normally have completed the American Sign Language Certificate outlined on p. 40.

		quarter hours
ENG 4501	Linguistics	3
ASL 4410	Linguistics of American Sign Language	3
ASL 4412	American Deaf Culture	3
ASL 4411	Deaf History	(3)
or	or	
ASL 4413	ASL Literature	(3)
ASL 4415	Deaf Community Practicum	3
ASL 4600	Introduction to Interpreting	3
Total Quarter Hours		18

For more information, call 617-373-2416 or 617-373-2423.

A 3.0 cumulative grade-point average is required to receive this certificate.

The courses for the Deaf Studies Certificate are scheduled at the Boston campus.

See also the American Sign Language Certificate, page 40; for a more advanced program, see ASL-English Interpreting Certificate, page 40.

Finance Certificate Program



Intended to help students get the skills they need to assume more responsibility on the job, this program can help get you started on a finance career in banks, corporations, brokerage firms, schools, and government and social agencies, as well as help you advance to a management position.

		quarter hours
ACC 4101	Accounting Principles 1, 2, 3	9
FI 4301	Principles of Finance	3
FI 4302	Financial Management	3
FI 4310	Investment Principles	3
FI 4320	Credit Principles	3
FI 4325	Budgeting and Planning	3
Total Quarter Hours (Possible transfer credit: 9 quarter hours)		24

For more information, call 617-373-2418 or 617-373-2419.

The courses required for the Finance Certificate are scheduled at the Boston, Burlington, Dedham or Westwood, Downtown, Framingham, Milford, and Weymouth campuses.

Gender and Family Studies Certificate Program



Designed for community and human services professionals and those who wish to understand the dynamics of the modern family and workplace, this certificate combines courses in communication studies and sociology.

		quarter hours
CMN 4101	Fundamentals of Human Communication	3
SOC 4100	Roles, Culture, and the Individual	3
<i>Choose six of the following:</i>		
CMN 4231	Gender Communication	(3)
CMN 4225	Family Communication	(3)
SOA 4160	Gender Roles and the Family	(3)
SOC 4154	Sex and Gender Roles in Society	(3)
SOC 4155	Family Relations	(3)
SOC 4156	Violence in the Family	(3)
SOC 4177	Gender in the Workplace	(3)

Total Quarter Hours (Possible transfer credit: 9 quarter hours)

24

For more information, call 617-373-2416 or 617-373-2423.

The courses required for the Gender and Family Studies Certificate are scheduled at the Boston and Burlington campuses.

Health Information Administration Post-Baccalaureate Certificate Program and Cancer Data Management Certificate Program



See pp. 110-113 for details.

Human Resources Management Certificate Program



The rapidly changing and increasingly complex workplace has created a need for individuals with a variety of human resources related skills. The Human Resources Management Certificate utilizes three tracks to provide students with the ability to prepare for careers in compensation and benefits administration, general human resources management, or as a staffing and recruitment specialist.

		quarter hours
HRM 4301	HRM 4302	Organizational Behavior 1, 2
HRM 4310		Human Resources Management
HRM 4348		The Changing Work Force
		6
		3
		3
Human Resources Management Track		
HRM 4321		Wage and Salary Administration
HRM 4325		Training and Development
HRM 4333		Employment Rights
Any HRM elective		
		3
		3
		3
Compensation and Benefits Track		
HRM 4321		Wage and Salary Administration
HRM 4322		Employee Benefits
HRM 4334		Human Resources Information Systems
FI 4340		The Planning and Funding of Employee Benefits
		3
		3
		3
		3
Staffing Specialist Track		
CD 4100		Managing Career Decisions
HRM 4320		Techniques of Employee Selection
HRM 4334		Human Resources Information Systems
HRM 4347		Managing People in International Settings
		3
		3
		3
		3

Total Quarter Hours (Possible transfer credit: 9 quarter hours) **24**

For more information, call 617-373-2418 or 617-373-2419.

The courses required for the Human Resources Management Certificate are scheduled at the Boston, Burlington, Dedham or Westwood, Downtown, Framingham, Milford, and Weymouth campuses.

International Business and Culture Certificate Program



Designed to provide students with skills needed in the global marketplace, this certificate begins with MGT 4348 *The Global Marketplace*, and SOA 4325 *Cultures of the World*, and allows students to build on their strengths and interests through electives in several areas.

		quarter hours
Required		
MGT 4348	The Global Marketplace	3
SOA 4325	Cultures of the World	3

Electives **18**

Students choose 6 courses from the electives in the International Politics, Culture, and Trade degree. See page 140.

Total Quarter Hours **24**

NOTE: Students planning to earn the International Politics, Culture, and Trade degree may have a maximum of 44 q.h. in business subjects.



Internet Technologies Certificate Program



The internet is fast becoming both a medium and tool for business activities. While many companies are already capitalizing on the benefits offered by the internet, others are just recognizing the potential that exists. Through this certificate program, students will gain basic knowledge of how to utilize various aspects of the internet and its applications as they relate to a variety of business functions. Students will also develop the ability to understand present limitations and anticipate future capabilities of this technology. Students will choose among two tracks. The "Net Management" track provides managers and administrators with the knowledge they need to make appropriate decisions about usage, vendor selection, and administration of internet related systems. The "web master" track provides students with the ability to create home pages and maintain web sites.

	quarter hours
MIS 4236	Advanced PC Software 3
MIS 4238	Introduction to the Internet 3
MIS 4245	Net Security and Legal Issues 3
MIS 4285	Web Publishing 3

Choose one of the following two tracks:

I. Net Management Track

MKT 4305	Internet Marketing 3
MIS 4360	Computer Privacy and Security 3
MIS 4246	Web Management 3
MIS 4307	Communications and Networking* 3

II. Web Master Track

MIS 4286	Java Programming 3
MIS 4347	Desktop Publishing for the PC 3
ART 4195	Introduction to Digital Imaging 3
MIS 4342	Advanced Database 3

Total Quarter Hours (Possible transfer credit: 9 quarter hours) **24**

For more information, call 617-373-2418 or 617-373-2419.

*Students may substitute EE 5415.

The courses for the Internet Technologies Certificate are offered at the Burlington and Dedham campuses.

Legal Studies Certificate Program



Designed to give a background in the evolution and concepts of criminal law, this certificate program examines the fundamentals of trial procedures, the rules of evidence, and the history and development of the American Constitution.

	quarter hours
CJ 4101	Administration of Criminal Justice 3
CJ 4108	Criminal Law and Procedure 1, 2 6
CJ 4110	Constitutional Law 3
CJ 4114	Introduction to Law 1, 2 6
CJ 4118	Juvenile Law 3
CJ 4511	Survey of Criminal Evidence 3

Total Quarter Hours (Possible transfer credit: 6 quarter hours) **24**

For more information, call 617-373-2423.

The courses required for the Legal Studies Certificate are scheduled at the Boston campus.

Management Certificate Program



Developed to offer students the opportunity to learn skills in all areas of management, this program can be the key to career advancement in today's business world.

		quarter hours
HRM 4301	Organizational Behavior 1	3
MGT 4101 MGT 4102	Introduction to Business and Management 1, 2	6
MGT 4103	Introduction to Business and Management 3	3
MGT 4320	Managing Change	3
MGT 4358	Today's Management Issues	3
MGT 4374	Growing the Ongoing Venture	3
MIS 4114	Introduction to PC Software	3
MIS 4115	Introduction to Computers and Information Systems	3

Total Quarter Hours (Possible transfer credit: 9 quarter hours) **27**

For more information, call 617-373-2418 or 617-373-2419.

The courses required for the Management Certificate are scheduled at the Boston, Burlington, Dedham or Westwood, Downtown, Framingham, and Weymouth campuses.

Marketing Certificate Program



Created to help prepare students for a marketing career, this program reveals how to identify consumer needs, develop new products or services, determine prices, deal with customers, and design promotional strategies.

		quarter hours
HRM 4301 HRM 4302	Organizational Behavior 1, 2	6
MKT 4301	Introduction to Marketing 1	3
MKT 4302	Introduction to Marketing 2	3
MKT 4308	Direct Response Marketing	3
MKT 4310	Advertising Management 1	3
MKT 4315	Professional Selling Skills	3
MKT 4320	Marketing Management	3

Total Quarter Hours (Possible transfer credit: 9 quarter hours) **24**

For more information, call 617-373-2418 or 617-373-2419.

The courses required for the Marketing Certificate are scheduled at Boston, Burlington, Dedham or Westwood, Downtown, Framingham, and Milford campuses.

Microcomputer Software Certificate Program



Designed for managers, administrators, and office support staff needing a comprehensive knowledge of microcomputer software either to foster promotion within their present organization or seek employment elsewhere.

		quarter hours
MIS 4114	Introduction to PC Software	3
MIS 4115	Introduction to Computers and Information Systems	3
MIS 4236	Advanced PC Software	3
MIS 4276	C Programming 1	3
MIS 4277	C Programming 2	3
MIS 4282	Operating Systems Overview	(3)
or	or	
MIS 4273	PC DOS	(3)
MIS 4307	Communications and Networking	3
MIS 4342	Advanced Database	3
MIS 4347	Desktop Publishing for the PC	3

Total Quarter Hours (Possible transfer credit: 9 quarter hours) **27**

For more information, call 617-373-2418 or 617-373-2419.

The courses required for the Microcomputer Software Certificate are scheduled at the Boston, Burlington, Dedham, and Downtown campuses.

Paralegal Studies Certificate Program



See pages 128 and 216 for details.

Paramedic Technology Certificate Program



See page 122 for details.

Small Business Management and Entrepreneurship Certificate Program



This innovative program is designed to provide participants with the operational and strategic skills necessary for the creation or growth of an entrepreneurial enterprise. Along with the traditional small business start-up skills, participants will learn how to expand market-share and profitability while simultaneously learning how to effectively maintain the enterprise through the use of technology and sound management practices. Experienced small business owners may request a substitution for MGT 4370.

		quarter hours
ACC 4101	Accounting Principles 1	3
FI 4307	Small Business Finance	3
MGT	Elective	(3)
MGT 4370	Entrepreneurship/Intrapreneurship	3
MGT 4371	Building a Profit Stream	3
MGT 4372	Using Technology in a Small Business	3
MGT 4373	Planning for New Ventures	3
MGT 4374	Growing the Ongoing Venture	3

Total Quarter Hours (Possible transfer credit: 9 quarter hours) **24**

For more information, call 617-373-2418 or 617-373-2419.

The courses required for the Small Business Management and Entrepreneurship Certificate are scheduled at the Boston, Burlington, and Downtown campuses.

Supply Chain Management Certificate Program



The Supply Chain is the network of suppliers, warehouses, distribution centers and retailers through which materials are acquired and transformed into products and delivered to the customer. Supply Chain Management involves the selection of suppliers, transportation routes, manufacturing facilities, production levels, and tactical plans and schedules that enable companies to optimize performance levels.

The Supply Chain Management Certificate allows students to focus on one of three tracks: Operations Management, Logistics and Transportation, and Purchasing and Materials Management. Academic work covers introductory management and organizational behavior tools in the three tracks and topics on planning and control, distribution management, and production scheduling in individual tracks.

On completing a Supply Chain Management Certificate, students may elect to pursue an associate's degree in Operations Management, Logistics and Transportation, or Purchasing and Materials Management or a bachelor's degree in marketing, finance, or another functional area. Choosing the operations track in the certificate also allows students to pursue the Operations Technology Bachelor of Science degree.

		quarter hours
HRM 4301	Organizational Behavior 1	3
MGT 4101	Introduction to Business and Management 1	3
OM 4301	Introduction to Operations Management	3
OM 4351 (formerly PUR 4351)	Introduction to Purchasing	3
TRN 4302	Introduction to Logistics	3

Choose one of the following three tracks:

I. Operations Management Track

Take the following three courses:

OM 4314	Productivity Enhancement and Quality	3
OM 4321	Operations Planning and Control	3
OM 4396 (formerly PUR 4396)	Systems and Technologies	3

II. Logistics/Transportation Track

Choose 9 q.h. from the following:

TRN 4301	Elements of Transportation	(3)
TRN 4304	Advanced Logistics	(3)
TRN 4305	Traffic Management	(3)
TRN 4316	Carrier Management	(3)
TRN 4325	Management of Warehouse Operations	(3)
TRN 4342	Transportation Loss, Damage, and Other Claims	(3)
TRN 4350	International Transportation and Distribution Management	(3)



III. Purchasing and Materials Management Track*Choose 9 q.h. from the following:*

OM 4321	Operations Planning and Control	(3)
OM 4357 (formerly PUR 4357)	Business Negotiations	(3)
OM 4358 (formerly PUR 4358)	Materials Requirements Planning	(3)
OM 4370 (formerly PUR 4370)	Inventory Management	(3)
OM 4390 (formerly PUR 4390)	Just-In-Time Manufacturing	(3)
OM 4395 (formerly PUR 4395)	Master Production Scheduling	(3)
OM 4396 (formerly PUR 4396)	Systems and Technologies	(3)

Total Quarter Hours (Possible transfer credit: 9 quarter hours)**24**

For more information, call 617-373-2419 or 617-373-2418.

The courses required for the Supply Chain Management Certificate are scheduled at the Boston and Burlington campuses.

Technical Writing Certificate Program

Designed to help students acquire writing skills for a career in a technical field, this program can also sharpen skills for a variety of writing professions.

		quarter hours
MIS 4114	Introduction to PC Software*	3
ART 4140	Graphic Communication and Production	3
MIS 4115	Introduction to Computers and Information Systems	3
TCC 4101 TCC 4102	Technical Writing 1, 2	6
TCC 4105	Editing for Science and Technology	3
TCC 4301 TCC 4302	Computer Software Technical Writing 1, 2	6

Choose one computer language:

MIS 4221	COBOL Programming 1	(3)
or	or	
MIS 4241	Programming in BASIC 1	(3)
or	or	
MIS 4276	C Programming 1	(3)

Total Quarter Hours (Possible transfer credit: 9 quarter hours)**27**

For more information, call 617-373-2416 or 617-373-2423.

The courses required for the Technical Writing Certificate are scheduled at the Boston, Burlington, and Downtown campuses.

*Suggested first course.

UNIX for Business Certificate Program



Designed to enable students to develop a working knowledge of UNIX principles and proficiency in C programming, this program places students on the cutting edge of technology.

			quarter hours
MIS 4282		Operating Systems Overview	3
MIS 4321	MIS 4322	UNIX 1, 2	6
MIS 4276	MIS 4277	C Programming 1, 2	6
MIS 4278		C++ for C Programmers	3
MIS 4301	MIS 4302	Structured Systems Analysis and Design 1, 2	6
MIS 4307		Communications and Networking	3

Total Quarter Hours (Possible transfer credit: 9 quarter hours) **27**

For more information, call 617-373-2418 or 617-373-2419.

The courses required for the UNIX for Business Certificate are scheduled at the Boston and Burlington campuses.

Writing Certificate Program



Created to allow students to investigate and practice different types of writing, this program can help develop the organizational and communication skills necessary for a variety of careers.

			quarter hours
ENG 4349	ENG 4350	Expository and Persuasive Writing 1, 2	6
ENG 4352		Expository Writing Workshop	3
ENG 4356		Creative Writing	3
ENG 4363		Writing for Publication	3
JRN 4112	JRN 4113	Writing for Media 1, 2	6
JRN 4522		Magazine Writing	3
TCC 4101		Technical Writing 1	3

Total Quarter Hours (Possible transfer credit: 9 quarter hours) **27**

For more information, call 617-373-2416 or 617-373-2423.

The courses required for the Writing Certificate are scheduled at the Boston and Burlington campuses.

Certification Preparation Programs

APICS—Preparation for National Certification

The following courses are preparation for national exam certification leading to the title, Certified Production and Inventory Control Manager (CPIM).

		quarter hours
OM 4321	Operations Planning and Control	3
OM 4358 (formerly PUR 4358)	Materials Requirements Planning	3
OM 4370 (formerly PUR 4370)	Inventory Management	3
OM 4390 (formerly PUR 4390)	Just-In-Time Manufacturing	3
OM 4395 (formerly PUR 4395)	Master Production Scheduling	3
OM 4396 (formerly PUR 4396)	Systems and Technologies	3

Total Quarter Hours (Possible transfer credit: 9 quarter hours) **18**

Please call 617-373-2418 or 617-373-2419 for information concerning the APICS certification examination.

Automobile Damage Appraisal

This ten week, sixty hour non-credit course is designed to prepare insurance claims professionals, auto body technicians, and others for the Automobile Damage Appraisal License Examination administered by the Commonwealth of Massachusetts. Upon successful completion of this course, a Certificate of Completion and five continuing education units will be awarded to each participant. This course is approved by the Massachusetts Division of Insurance.

INS 5800 Automobile Damage Appraisal

For more information, call 617-373-7972.

Certified Financial Planner Exam Preparation

This 92-hour review course helps prepare qualified individuals for the CFP Board of Standards' two-day certification exam. Participants can earn continuing education units for completing the course.

INS 5711 Certified Financial Planner Exam Preparation

For more information, call 617-373-7972.

Certified Payroll Professional (CPP) Exam Preparation

This non-credit course is offered in association with the Boston Chapter of the American Payroll Association (APA), and also serves to enhance one's knowledge of payroll topics. Participants may earn three continuing education units for completing this course.

INS 5262 Certified Payroll Professional
Exam Preparation

For more information, call 617-373-7972.

CTL—Preparation for National Certification (Certified in Transportation and Logistics)

The American Society of Transportation and Logistics, Inc. has agreed to waive certain portions of their qualifying examination for the CTL through the successful completion of appropriate University College courses. Call 617-373-2418 or 617-373-2419 for further information.

Emergency Medical Technician / Basic



This course is designed for those who wish to become certified EMTs as well as for those who just want to be prepared for emergencies. Students who successfully complete the course receive nine quarter hours of credit, a Northeastern University certificate, and a CPR Healthcare Provider card from the American Heart Association. They also become eligible to take the state EMT licensing examination.

The EMT/Basic course is offered at the Boston, Burlington, and Dedham campuses. Students spend 6 hours in class weekly for 12 weeks, attend 4 all-day Saturday exercises, and participate in 10 hours of in-hospital emergency room observation. There is a special tuition rate.

This course has been approved by the National Athletic Trainers Association for 1.5 CEUs.

EMS 4107	EMT/Basic	quarter hours 9
Total Quarter Hours		9

For more information, call 617-238-8400.

For information on our Paramedic Technology Program, see page 122.

HRCI-Preparation for National Certification



The following non-credit course is offered, in association with the Boston Chapter of the Society for Human Resources Management (SHRM), to prepare students to take the HRCI certification exam leading to the designation of Professional Human Resources (PHR). Students earn continuing education units for completing this course.

INS 5590	HRCI-Preparation for National Certification
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For more information, call 617-373-7972.

NAPM—Preparation for National Certification

The following course prepares students to take the NAPM certification exams leading to Certified Purchasing Manager (CPM). This course may be applied toward the Supply Chain Management Certificate and/or the associate's degree in Purchasing.

OM 4351 (formerly PUR 4351)	Introduction to Purchasing	quarter hours 3
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For more information, call 617-373-2418 or 617-373-2419.

Phlebotomy Certification Preparation

This program is geared toward students who want to enter the health field as well as to currently practicing phlebotomists who want to be certified. These courses are designed to prepare students for the national certification examinations in phlebotomy.

CMN 4101	Fundamentals of Human Communication	quarter hours 3
COM 4101	Foundations of Computer Literacy	4
MLS 4104	Introduction to Phlebotomy *†	4
MLS 4108††	Phlebotomy Applied Study** (offered Fall, Winter, Spring, and Summer Quarters)	2

Total Quarter Hours 13

*Pre-registration is recommended as this course frequently closes due to over-enrollment. U.S.A. High School diploma or GED is required. Foreign documents can be evaluated for equivalency. Form is available in the Office of Academic and Student Affairs, 180 RY.

**Prerequisite MLS 4104. MLS 4108 is a 3-week full-time day practicum in an affiliated hospital.

†Special fee, see page 266.

††Do not pre-register for MLS 4108. You can register for MLS 4108 during the quarter you take MLS 4104. You must pass MLS 4104 with a B- or higher to be eligible to take MLS 4108. Must have health clearance through Lane Health Center of Northeastern University. MLS 4104 and MLS 4108 require liability insurance coverage.

Real Estate Salesperson's Exam Preparation

The following course covers the basic principles and terminology of real estate and the practices of real estate brokerage, including appraisal, finance, development, management, and investment. Upon successful completion of these courses, students may take the Massachusetts Real Estate Salesperson's Examination.

RE 4303	Real Estate Fundamentals Intensive	quarter hours 6
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For more information, call 617-373-2418 or 617-373-2419.

Teacher Preparation Programs for Elementary and Secondary Education

You may qualify for University College's Elementary or Secondary Education Teacher Preparation Programs if you **either** are enrolled in a Bachelor's Degree program or have already earned a degree in the Liberal Arts and Sciences or equivalent. An earned Bachelor's Degree including successful completion of this part-time undergraduate program leads to provisional with advanced standing certification in Massachusetts as an Elementary school teacher (grades 1 to 6) or a teacher of English, History, Social Studies, Biology or General Science in grades 9 to 12. Standard certification requires a master's degree.

Admission Guidelines:

- Applicants must **either** be admitted to a *specified* degree program in University College and have completed three or more courses in a specified Liberal Arts and Sciences major **or** have completed a bachelor's degree program in an appropriate Liberal Arts and Sciences major (for example, History) **and** have at least a 2.500 cumulative average.
- Before applying to this program, students should complete one introductory education course: *ED 4101 Introduction to Education*.
- Students must petition the Department of Education at Northeastern University for admission to this program. Petitions, available at UC's Office of Academic and Student Affairs, 180 Ryder Hall, must be accompanied by an official transcript and a letter of recommendation from an academic advisor, and be sent to Professor Maurice Kaufman, Department of Education, 54 Lake Hall. Petitions must indicate the year and quarter in which you plan to register for *ED 4817 Student Teaching Practicum*.

The Student Teaching Practicum (ED 4817):

- Student teaching is a 5-day per week commitment for one quarter. The Student Teaching Practicum is *not* offered during the summer quarter.
- To be eligible for the Student Teaching Practicum, students must have at least a 2.50 cumulative QPA, a grade of C (2.0) or higher in each professional education course, **and** must meet minimum academic requirements to remain in the liberal arts major.
- Students completing their bachelor's degree should plan to register for ED 4817 during the senior year (or equivalent) of their program.
- Students must meet with Dr. Kaufman at least one quarter prior to registering for ED 4817 to document that all requirements have been met and to discuss the details of the student teaching assignment. All student teaching placements and supervision assignments are arranged by the NU Department of Education. Students are notified in writing at least six weeks prior to student teaching and will receive a handbook of policies and procedures for student teachers.

Elementary Education Teacher Preparation Program

		quarter hours
ED 4101	Introduction to Education	3
ED 4102	Child Development and Learning	(3)
<i>or</i>	<i>or</i>	
PSY 4240	Development: Infancy and Childhood	(3)
ED 4406	Elementary Curriculum 1: language arts, art, music	3
ED 4407	Elementary Curriculum 2: social studies	3
ED 4408	Elementary Curriculum 3: science and mathematics	3
ED 4426	Fundamentals of Reading	3
CRS 4200	Introduction to Special Education	3
ED 4817	Student Teaching Practicum	8

Total Quarter Hours (Possible transfer credit: 9 quarter hours) **29**

Courses include a total of 75 hours of prepracticum fieldwork. Courses for this program are scheduled at the Main Boston campus.

Secondary Education Teacher Preparation Program

		quarter hours
ED 4101	Introduction to Education	3
ED 4103	Adolescent Development and Learning	(3)
<i>or</i>	<i>or</i>	
PSY 4241	Development: Adolescence	(3)
ED 4410	General Teaching Methods for High School	3
ED 4411	Teaching in the High School (a) Mathematics (b) Science (c) English (d) Social Sciences	3
ED 4412	Curriculum Development in the High School	3
ED 4415	Reading/Learning Problems in Secondary School	3
CRS 4200	Introduction to Special Education	3
ED 4817	Student Teaching Practicum	8

Total Quarter Hours (Possible transfer credit: 9 quarter hours) **29**

Courses include a total of 75 hours of prepracticum fieldwork. Courses for this program are scheduled at the Main Boston campus.

Teacher Preparation in Special Education

The CRS courses are designed to cover the competencies specified for provisional with advanced standing certification as "Teacher of Students with Special Needs (N-9)." The program must be completed along with the program of study leading to Elementary Teacher provisional with advanced standing certification as an elementary teacher (1-6).

		quarter hours
CRS 4202	Introduction to Etiology and Development of Special Needs	3
CRS 4204	Introduction to Assessment, Program Planning, and Implementation in Special Education	3
CRS 4206	Practicum	3

Total Quarter Hours (Possible transfer credit: 3 quarter hours) **9**

Courses include a total of 75 hours of prepracticum fieldwork. Courses for this program are scheduled at the Main Boston campus.

Teacher Preparation in Health Education

This program is intended to meet the requirements for provisional with advanced standing (first stage) teacher certification (grades N-9 or 5-12) in Health Education. Standard certification (second stage) requires a master's degree. **It is only open to those who possess at least a baccalaureate degree and Massachusetts teacher certification in another field.** Prospective students should be aware that a practicum "consisting of a minimum of 150 clock hours earned at the practicum site(s)" is required for Massachusetts Teacher Certification, 603 CMR 7.00: Certification of Educational Personnel. 7.02 General Provisions (11) *Characteristics of a Practicum*, p. 4. This practicum will take place during the regular school year. *No summer practica are possible.*

		quarter hours
BIO 4161/BIO 4165	Human Anatomy and Physiology 1/ Lab for Human Anatomy and Physiology 1	3/1
BIO 4162/BIO 4166	Human Anatomy and Physiology 2/ Lab for Human Anatomy and Physiology 2	3/1
BIO 4163/BIO 4167	Human Anatomy and Physiology 3/ Lab for Human Anatomy and Physiology 3	3/1

HSC 4310	HSC 4311	Public Health 1, 2	6
HSC 4380		Mental Health and Counseling	3
HSC 4475		Methods of School Health Education	3
HSC 4600		Advanced Nutrition	3
HSC 4706		Health Education Practicum	8
PSY 4240		Development: Infancy & Childhood (N-9)	(3)
or		or	
PSY 4241		Development: Adolescence (5-12)	(3)
PSY 4280		Human Sexuality and Love	3
PSY 4352		Drugs and Behavior	3
HMG 4106		First Aid Procedures	2

Total Quarter Hours (Possible transfer credit: 9 quarter hours)

46

Graduate School Preparation Programs

Dental Hygiene Post-Baccalaureate Certificate Preparation Program

Forsyth School for Dental Hygienists offers a post-baccalaureate accelerated dental hygiene curriculum. Prerequisites for the program are a bachelor's or master's degree from an accredited college or university, a 3.0 q.p.a. and a number of prerequisite courses. It is possible to take the prerequisites at University College in preparation for application to the Forsyth program. Each course must be completed with a grade of B (3.0) or better.

		quarter hours
BIO 4161/BIO 4165	Human Anatomy and Physiology 1/ Lab for Human Anatomy and Physiology 1	3/1
BIO 4162/BIO 4166	Human Anatomy and Physiology 2/ Lab for Human Anatomy and Physiology 2	3/1
BIO 4163/BIO 4167	Human Anatomy and Physiology 3/ Lab for Human Anatomy and Physiology 3	3/1
BIO 4207/BIO 4210	Microbiology 1/Lab for Microbiology 1	2/1
BIO 4208/BIO 4211	Microbiology 2/Lab for Microbiology 2	2/1
CHM 4133/CHM 4140	Chemical Principles 1/Lab for Chemical Principles 1	3/1
CHM 4134/CHM 4141	Chemical Principles 2/Lab for Chemical Principles 2	3/1
CHM 4135/CHM 4142	Chemical Principles 3/Lab for Chemical Principles 3	3/1
ENG 4100 ENG 4101	Critical Writing 1, 2	8
ENG 4102	Critical Writing Workshop	2
PSY 4110	Introduction to Psychology: Fundamental Issues	3
PSY 4111	Introduction to Psychology: Developmental Aspects	3
SOC 4100	Roles, Culture and the Individual	3
SOC 4101	Inequality and Institutions	3
HSC 4210	Basic Nutrition	3
CMN 4101	Fundamentals of Human Communication	3
Total Quarter Hours		58

Students interested in learning more about the Post-Baccalaureate Dental Hygiene Program should contact the Admissions Office, Forsyth School for Dental Hygienists, 140 The Fenway, Boston, MA 02115. For more information call 617-262-5200 x212.

Medical/Dental School Preparation

Medical School Admission Requirements

Northeastern University's Health Professions Advisory Committee provides academic advice and help with health professional school applications for students in any of the University's programs. Although advice is available to anyone enrolled in a course, the Committee can prepare evaluation letters only for those who have taken enough coursework at Northeastern to be able to have at least two Northeastern faculty members write letters to the Committee. **Information Sessions are scheduled at the Main Boston Campus during the Fall, Winter, and Spring Open House events. Call 617-373-5796 for the schedule and to reserve a place.** *Sources of Advice:*

- **MCAT, DAT Advisor, Application Procedures, and Entrance Exams**
Dr. C. H. Ellis, Jr., Chair
Health Professions Advisory Committee
Biology Department
Northeastern University
445 Richards Hall
617-373-4032
- **Course Schedules and Advising**
Cornelius O'Leary
Director, Office of Academic and Student Affairs
University College
180 Ryder Hall
617-373-2400

Questions on Physics Courses should be directed to the Lowell Institute at N.U. at 617-373-2500. Students must complete the courses below before taking the school's particular admission test (MCAT, DAT, and so on). **MCAT exam applications are available at the Department of Career Services, 103 Stearns Center, 617-373-2433.**

Course Sequences to Meet Minimum Admission Requirements

Completing one sequence from each category should meet the *minimum* requirements of most medical or dental schools. If you have questions about whether other courses might be applicable, talk with the Chair of the Health Professions Advisory Committee. Students are strongly encouraged to contact the medical or dental school(s) in which they are interested to obtain specific guidance on what courses the school may require for admission.

- General Biology:* BIO 4107/BIO 4110, BIO 4108/BIO 4111, BIO 4109/BIO 4112 (labs *must* be taken). Other biology work, such as anatomy and physiology and microbiology, may be acceptable, depending on the professional school. General biology is highly recommended even if you have already taken the other courses.
- Chemical Principles:* CHM 4133/CHM 4140, CHM 4134/CHM 4141, CHM 4135/CHM 4142—labs *must* be taken
- Organic Chemistry:* CHM 4251/CHM 4254, CHM 4252/CHM 4255, CHM 4253/CHM 4256—labs *must* be taken
- General Physics:* PHY 4117/PHY 4196*, PHY 4118/PHY 4197,* PHY 4119/PHY 4198* (labs *must* be taken)
- Math:* MTH 4108, MTH 4120, MTH 4121*
- English:* ENG 4100, ENG 4101, ENG 4102
Two additional areas that are often required are behavioral science and biochemistry. The following courses meet these requirements.
- Behavioral Science:* PSY 4110, PSY 4111, PSY 4112, and/or other psychology courses
- Biochemistry:* CHM 4371, CHM 4372, CHM 4373 or BIO 4246, BIO 4247, BIO 4248

*These courses are scheduled through the Lowell Institute at N.U., a division of the School of Engineering Technology. Call 617-373-2500.

Physical Therapy Preparation Program

This set of U.C. courses may be utilized by students who wish to prepare for entrance into undergraduate and graduate programs in physical therapy. Taking these courses does not guarantee acceptance into Northeastern's or other physical therapy programs, but does represent the typical prerequisites for entering this course of study.

			quarter hours
BIO 4161/BIO 4165	Human Anatomy and Physiology 1/Lab for Human Anatomy and Physiology 1		3/1
BIO 4162/BIO 4166	Human Anatomy and Physiology 2/Lab for Human Anatomy and Physiology 2		3/1
BIO 4163/BIO 4167	Human Anatomy and Physiology 3/Lab for Human Anatomy and Physiology 3		3/1
BIO 4107/BIO 4110	Biology 1/Lab for Biology 1		3/1
BIO 4108/BIO 4111	Biology 2/Lab for Biology 2		3/1
BIO 4109/BIO 4112	Biology 3/Lab for Biology 3		3/1
CHM 4133/CHM 4140	Chemical Principles 1/Lab for Chemical Principles 1		3/1
CHM 4134/CHM 4141	Chemical Principles 2/Lab for Chemical Principles 2		3/1
CHM 4135/CHM 4142	Chemical Principles 3/Lab for Chemical Principles 3		3/1
PHY 4117/PHY 4196	Physics 1/Lab for Physics 1*		4/1
PHY 4118/PHY 4197	Physics 2/Lab for Physics 2*		4/1
PHY 4119/PHY 4198	Physics 3/Lab for Physics 3*		4/1
MTH 4108 MTH 4120 MTH 4121	Pre-Calculus, Calculus 1, 2*		12
ENG 4100 ENG 4101	Critical Writing 1, 2		8
ENG 4102	Critical Writing Workshop		2
Total Quarter Hours			73

*These courses are offered through the Lowell Institute. Call 617-373-2500 for information.

Speech-Language Pathology and Audiology Pre-professional Preparation

This series of professional courses is designed to offer entry into the dynamic field of speech-language pathology and audiology for a variety of potential students, including: those interested in applying for graduate work who lack the necessary prerequisites, and those who are curious to explore the field as a possible career option. The series is offered at our Dedham and Boston Campuses. Days and times can be found in the *Schedule Guides*.

				quarter hours
Fall Quarter	(DED)	SLA 4110	Introduction to Speech and Hearing	4
	(DED)	SLA 4310	Language Acquisition	4
Winter Quarter	(BOS)	SLA 4210	Anatomy & Physiology of the Vocal Mechanism	4
	(BOS)	SLA 4315	Introduction to Audiology	4
Spring Quarter	(BOS)	SLA 4110	Introduction to Speech and Hearing	4
	(DED)	SLA 4310	Phonetics & Developmental Phonology	4

For more information, call 617-373-5796.

Graduate Certificate Programs

University College offers two graduate level certificate programs designed around leading-edge curricula enabling students to immediately apply their studies to workday issues:

- Banking and Financial Services
- Human Resources Management

These programs are designed specifically to meet the complex scheduling needs of adult students. In this fast-paced world, if you need to upgrade your skills, you want to do it quickly. You will be able to complete an entire program in one year (three terms) if you take two courses each term. You may proceed at a slower pace if desired. Students are encouraged to begin these programs in the fall, although starting at other points in the academic year may be possible, depending on your background.

Admission Requirements

The University College graduate certificate programs are designed for working professionals primarily at the mid-career level who already have relevant work experience. Applicants to the program must hold a bachelor's degree from a regionally accredited college or university, and official transcripts must be provided as part of the application process. Applicants will usually have some work experience in the banking and financial services or human resources for the two programs respectively and must attach a current resume to the application. Applicants are also required to provide a written statement outlining their goals for and expectations of the program and must attach this to the application.

Application Procedures

University College will accept applications on a rolling basis throughout the year, although students normally begin the programs in the fall. Applications are available by calling the Academic Programs Office at 617-373-2425, TTY 617-373-2825. Applications are due approximately one month prior to the start of each term, (late August, early December, late February, and early May). Northeastern University operates on the quarter system, with terms beginning in late September, early January, late March, and early June. Upon receipt of the completed application, your materials will be reviewed by the Committee on Admission. You should expect to receive notification no later than two weeks prior to the beginning of the term.

It is possible to apply for special student status, which would allow an individual to take one certificate course prior to being accepted into the program. Students with questions about this option should call 617-373-2425 and must file a petition with the Office of Academic and Student Affairs in 180 Ryder Hall.

A special note for international students: International applicants must include a declaration and certification of finances form and TOEFL scores of 580 or better or have earned an undergraduate degree in the U.S. For U.S. citizens or international students registered in the U.S. as resident aliens who have international educational credentials which need evaluation for admission, please call 617-373-2400 or TTY 617-373-2825 for information on this and other requirements and processing deadlines.

Tuition and Fees

There is a one time application fee of \$25. Checks should be made payable to Northeastern University and should accompany the application form.

Tuition is billed at a rate of \$320. per quarter hour. There is a one-time \$10. registration fee for first-time students. Students also pay a \$5. per term graduate activities fee. Please do not enclose payment for courses with your application materials. Once accepted into the program, you will receive information on how to register for courses. For students who have international credentials which need evaluation, there is a \$45. processing fee.

For credit policy, see page 265.

Academic Advising

Students in graduate certificate programs are eligible to make use of University support services such as Career Services. University College also has academic advisors available to answer your questions. Call 617-373-2400 or TTY 617-373-2825.

Academic Policies

These certificate programs are designed as free-standing programs, and courses do not transfer into the MBA Programs at Northeastern University. Other colleges and universities may recognize these courses for transfer, but these decisions are made independently by the receiving institution.

A cumulative q.p.a. of 3.000 will be required in order for a student to be awarded the certificate.

The equivalent of one course taken in another graduate program (grade of 3.0 or better) may be transferred into a certificate program.

Banking and Financial Services

In this rapidly changing business environment the barriers between institutions are eroding, and competition is increasing due to deregulation and new product development. Managing internal operations more efficiently and effectively and adapting to the changing external environment are critical to the long-term survival and health of financial institutions. Professionals working in this environment must continually upgrade their skills and technical knowledge in order to remain personally competitive.

This program gives a broad view of the financial services industry while providing students with the theory and tools needed to build skills and understanding of both their current area and other areas in the organization. Internal backroom operations, such as security, computerization, and their impact on creating a profit center, will be addressed, along with loan analysis, marketing strategies, and external issues such as deregulation and the opportunities for geographic and product line expansion. The risks inherent in expansion, diversification, and consolidation that are critical to the long-term survival of financial institutions will also be examined.

		quarter hours
FI 3100	Accounting Fundamentals for Financial Institutions	3
FI 3110	Asset and Liability Management	3
FI 3120	Building Financial Relationships	3
FI 3130	Loan Analysis	3
FI 3140	Financial Operations Management	3
FI 3150	Managing Change in the Financial Sector	3

Total (up to 3 q.h. allowed in transfer credit)

18

Courses for this program are scheduled at the Downtown campus.

Human Resources Management

Human resources professionals must respond to the growing challenges of regulatory compliance, design and oversee complex benefits plans, consult on company downsizing and workforce planning, accommodate flexible work schedules, and meet their company's needs for a highly skilled workforce. Keeping up with these challenges demands leading-edge technical knowledge and the ability to apply that knowledge in the work setting. The courses in this program will blend theoretical approaches with practical applications, using a variety of methods including case studies, individual and group student projects, and class discussion.

		quarter hours
HRM 3100	Organizational Behavior	3
HRM 3110	Total Compensation	3
HRM 3120	Strategic Recruitment, Training and Performance Management	3
HRM 3130	Employee Rights and Employer Obligations	3
HRM 3140	High-Performance Human Resources Systems and Development	3
HRM 3150	Change, Challenge, and Competence	3
Total (up to 3 q.h. allowed in transfer credit)		18
Courses for this program are scheduled at the Downtown campus.		

Take What You Learn Tonight Apply it to Your Job Tomorrow

University College recently won a national award for that headline describing its graduate certificate programs. If you're considering one of these specialized programs, we thought you might like this little sneak peek into one of its classrooms and show you that there is truth in our advertising!

Professor George Olson, retired Executive Vice-President of Eastern Bank, walked into his classroom on the last night of the school term. He was more nervous than his students—adults working in the financial field who came to a graduate class at night after a long day at the office to learn skills they could use immediately on their jobs. But on this particular evening, he wouldn't be lecturing or leading a discussion. They were going to present their papers. "Their topics were so diverse," Olson recalled, "I hoped that they could connect to each other's subject matter and find something personally relevant."

That night, the class went overtime. Students swapped phone numbers and promised to call each other when questions came up at their jobs. "They formed what I call a banking fraternity," Olson said. "These students will be in contact with each other for the rest of their careers."

Course Descriptions for Graduate Certificate Programs

Finance

FI 3100 Accounting Fundamentals for Financial Institutions (3 q.h.)

Financial statements of a variety of financial institutions are analyzed with an emphasis on understanding the accounting structure of financial institutions, ratio analysis to evaluate financial performance, and control systems.

FI 3110 Asset and Liability Management (3 q.h.)

In-depth analysis of the management of assets and liabilities to meet the goals of the financial institution, including maximizing shareholder wealth and meeting regulatory requirements. Includes cash needs based on regulations and liquidity requirements, short-term and long-term investment alternatives, management of short-term and long-term liabilities, the role of capital in both a regulated and unregulated environment, the use of derivatives, and management of the size of the balance sheet via off-balance sheet financing and securitization.

FI 3120 Building Financial Relationships (3 q.h.)

Financial institutions must offer a growing array of products, packaged and priced to appeal to a variety of customers. This course examines the variety of financial products available, product packaging and pricing decisions, cross-selling, and relationship building.

FI 3130 Loan Analysis (3 q.h.)

Examines the use of financial statements by lenders. Emphasis on using financial statements to analyze liquidity, solvency, capital adequacy, and performance of the borrower. Students will use spreadsheets to calculate and interpret ratios and to evaluate the cash flow position and the quality of earnings.

FI 3140 Financial Operations Management (3 q.h.)

Examines management of the backroom operations; the implications of technology, electronic data interchange, and the impact of the introduction of new products on operations.

FI 3150 Managing Change in the Financial Sector (3 q.h.)

Using case studies and readings, students will look at how innovation, product development, pricing, technology, and service become part of a successful strategy for a financial services firm in a changing environment.

Human Resources Management

HRM 3100 Organizational Behavior (3 q.h.)

Studies the behavioral dynamics of the workplace and examines the relationship of individuals and groups to the organization. Major topics include motivation, perception, interpersonal communication, leadership, power and influence, decision making, group dynamics, team building, corporate culture and socialization. Emphasizes practical application of specific skills, theories, and concepts.

HRM 3110 Total Compensation (3 q.h.)

Investigates the procedures used to determine the compensation package, including merit and incentive plans, wage and salary structure and compensation methods. Other topics include managing indirect compensation and the importance of providing innovative, comprehensive, and cost-efficient benefits packages; the impact on compensation and benefits of reengineering; team-based reward systems; flexible benefit plans; new ways of packaging compensation and benefits; and teaching employees about indirect compensation.

HRM 3120 Strategic Recruitment, Training and Performance Management (3 q.h.)

Topics covered include strategies for attracting and keeping the best people; assessing the selection process; helping managers to clarify their needs; interviewing and selection; communication; negotiation; performance appraisals; and evaluating training and retraining needs.

HRM 3130 Employee Rights and Employer Obligations (3 q.h.)

Using case studies, examines the legal relationship between employer and employee, addressing issues and topics such as discrimination, affirmative action, the Americans with Disabilities Act, sexual harassment, health and safety, AIDS in the workplace, compliance issues, and legal issues related to downsizing and terminations.

HRM 3140 High-Performance Human Resources Systems and Development (3 q.h.)

Examines the human resources management role as internal consultants, problem solvers, and change agents in the organization. With organizations changing so rapidly, there is a tremendous need to manage information, technology and systems, people, and the overall organization toward customer- or client-centered effectiveness. Linking human resources planning to the strategic business plan is vital to meeting changing organizational demands for adaptation and improvement. This course examines the critical role played by human resources managers in facilitating transition, growth, adaptation, and organizational learning.

HRM 3150 Change, Challenge, and Competence (3 q.h.)

Human resources managers and professionals must address new tensions and challenges arising from employer demands for higher productivity within complex, increasingly competitive environments. Topics covered include changes in the workforce, cultural diversity, changing work/family patterns, worker burnout and stress, and the need for workplace flexibility. Also addresses changes in the workplace, from internationalization to reorganization and the impact of downsizing.

Business Administration Degree Programs

Todd J. Leach
*Assistant Dean, Director,
 Business Administration Programs*

Agnes Jordan
*Assistant Director,
 Business Administration Programs*

270 Ryder Hall
 617-373-2418, 617-373-2419
 617-373-2825 (TTY)

Program Consultants

ACC: Accounting

Consultant: Professor Paul A. Janell (College of Business Administration) (617-373-4645)
Associate Consultant (Accounting Principles):
 Walter E. Kearney, Jr. (Director of Operations, University College) (617-373-8306)

BL: Business Law

Consultant: Thomas J. Ahern, Esq.
 (617-426-4211)

FI: Finance

Consultant: Professor Jonathan Welch (College of Business Administration) (617-373-5961)
Associate Consultant: Joseph Stanford
 (617-383-9299)
Associate Consultant: Robert T. Trimper
 (508-443-6518)

HRM: Human Resources Management

Consultant: Professor Brendan Bannister
 (College of Business Administration)
 (617-373-2503)
Associate Consultant: Kenneth C. Solano
 (617-373-5664)

MGT: Management

Consultant: Professor James E. Molloy
 (College of Business Administration)
 (617-373-4812)
Associate Consultant:
 Robert L. Goldberg (617-373-4737)

MIS: Management Information Systems

Consultant: Professor Victor Godin (College of Business Administration) (617-373-2418)
Associate Consultant (Introduction):
 Michael E. Gladstone (617-373-3303)
Associate Consultant (Programming):
 Richard H. Saracusa (617-386-3986)
Associate Consultant (Computer Systems Specialist Programs):
 Susan McNamara (617-698-9294)

MKT: Marketing

Consultant: Professor Dan T. Dunn, Jr. (College of Business Administration) (617-373-4563)
Associate Consultant: Ronald J. McBrien
 (617-373-4745)

OM: Operations Management, Operations Technology, and Purchasing

Consultant: Professor Robert A. Parsons
 (College of Business Administration)
 (617-373-4749)
Associate Consultant:
 Stephen F. Armstrong (508-281-2000 x2519)

RE: Real Estate

Consultant: Peter Flynn (617-233-2284)

TRN: Logistics and Transportation

Consultant: Professor James F. Molloy (College of Business Administration) (617-373-4812)

A Wide Variety of Quality Programs: Preparing Students for the Challenge of Business

Northeastern University is nationally accredited by the American Assembly of Collegiate Schools of Business (AACSB), the most prestigious accrediting organization of university business programs in the United States. This accreditation helps to insure the highest possible level of quality standards. It ultimately means more credibility to employers and graduate schools alike, and that translates into more opportunities once you complete your program.

University College business programs are taught by skilled full-time Northeastern faculty or experienced business professionals from such companies as: Arthur Anderson, Digital Equipment Corp., Fidelity Investments, Polaroid Corp., Raytheon Company, and numerous other reputable organizations. This wealth of experience creates an exciting and challenging learning-environment that insures a connection with real-world applications.

Innovative programming is enhanced by personal attention. The average class size is less than twenty students, yet students have the benefit of name recognition, quality faculty, extensive facilities, and career placement and advising services that can only be provided by a large university.

Whether your goals are related to finance, human resources, computers, or any other business-related activity, you are likely to find a certificate or degree program perfectly matched to your needs. At Northeastern we not only provide you with the recognition you need to go places, we provide the knowledge you will need once you get there.

Certificates in Business

Individuals can pursue a certificate program to build on or prepare for a new career, to qualify for a promotion, to stay current in a chosen field, or simply to acquire new skills and knowledge. Some individuals enroll in a certificate program as part of their traditional degree program. University College offers certificates in the following business program areas:

Business Administration

- Accounting (page 39)
- Advanced Accounting (page 39)
- Banking and Financial Services
graduate-level (page 66)
- Business Administration (page 41)
- Computer Certificates
 - Computer Programming, Software Development Track (page 44)
 - Computer Programming, Systems Analysis Track (page 45)
 - Computer Systems Specialist Program (page 46)
 - Microcomputer Software (page 52)
 - UNIX for Business (page 55)
 - Internet Technologies (page 50)
- Finance (page 47)
- Human Resources Management
 - undergraduate-level (page 49)
 - graduate-level (page 67)
- International Business and Culture (page 49)
- Management (page 51)
- Marketing (page 51)
- Small Business Management and Entrepreneurship (page 52)
- Supply Chain Management (page 53)

National Certification—CTL (Certified in Transportation and Logistics)

Students may waive portions of examinations through the study of appropriate University College courses. See page 57.

Preparation for National Certification—APICS and NAPM

Clusters of courses are being offered to prepare students for the national examinations leading to the titles of Certified Production and Inventory Control Manager (CPIM) and Certified Purchasing Manager (CPM). See pages 56-58 for details.

HRCI-Certification Preparation

Students interested in preparing for the Society for Human Resources Management (SHRM) exam leading to the PHR designation may take the course listed on page 57.

Real Estate Salesperson's Exam Preparation

Individuals interested in preparing for the Massachusetts Real Estate Salesperson's Examination may take the courses detailed on page 58.

Certified Payroll Professional (CPP) Exam Preparation

Students interested in preparing for the American Payroll Association exam may take the course detailed on page 56.

Certified Financial Planner Exam Preparation

Students preparing for the CFP Board of Standards' two-day certification exam may wish to take the course detailed on page 56.

Degree Programs

Associate in Science Degrees (AS)

Through a core of professional business courses and a well-balanced sequence of liberal arts courses, students in the associate in science degree programs acquire specialized knowledge for future managerial growth.

To receive the associate's degree, a student must successfully complete the 87 quarter hours of course credit specified for the degree. Students who have completed a certificate program may then enroll in an associate's degree program. (Although credits earned in a certificate program may be applied toward this degree, completion of a certificate program is not required.)

Students who wish to earn one of the associate in science degrees in business and who have not earned 80 quarter hours of credit are required to enroll in the Open Business courses listed on pages 75-76.

The final examinations of certain open Business courses (see asterisked courses on pages 75-76) are used for course validation in the Bachelor of Science in Business Administration (BSBA) Degree programs. The students in these classes must earn a "C" or above in the final validating examination for the course to be accepted in the BSBA program. Please consult course instructor or call 617-373-2418 or 617-373-2419 for further details.

Associate's degrees are offered in the following areas:

Business Administration

- Accounting (page 77)
- Business Administration (page 78)
- Finance (page 79)
- Human Resources Management (page 80)
- Logistics and Transportation (page 81)
- Management Information Systems (page 82)
- Marketing (page 83)
- Operations Management (page 84)
- Purchasing and Materials Management (page 85)

Accreditation by the American Assembly of Collegiate Schools of Business

University College's Bachelor of Science in Business Administration degree is fully accredited by the American Assembly of Collegiate Schools of Business, indicating that the programs meet the accrediting agency's standards for faculty and student quality, curriculum design and overall University support.

Bachelor of Science in Business Administration: BSBA Degree

University College offers a Bachelor of Science in Business Administration degree with concentrations in these areas:

- Accounting (page 86)
- Finance (page 88)
- Management (page 90)
- Management Information Systems (page 92)
- Marketing (page 94)

The Bachelor of Science in Business Administration degree programs of University College are designed for men and women seeking to prepare themselves for managerial responsibility in business, government, and other organizations with the goal of developing the ability to recognize and solve problems and to understand the role of the business firm in the community, the nation, and the world. In developing these skills, students have the opportunity to gain not only a broad understanding of business and organizational problems through specialized courses, but also first-hand knowledge from effective full-time College of Business Administration professors as well as working professionals who are also teachers.

To ensure a well-rounded background that is so valuable in the business world, the college combines its business curriculum with courses from the sciences, humanities, and social sciences.

After the coursework foundation is completed, (See "Planning Your Program of Study Toward a Bachelor of Science in Business Administration Degree," below) the various functional areas of business are emphasized, and students concentrate their studies in specific areas. (Detailed descriptions of these areas follow this section.) In most of these upper-level courses, the traditional lecture-and-recitation format is supplemented by problem-solving and case-study methods where students analyze actual businesses and business problems and present recommendations for possible solutions.

Planning Your Program of Study Toward a Bachelor of Science in Business Administration Degree

Students who plan to work toward the Bachelor of Science in Business Administration degree should submit transcripts of previously completed college-level coursework and a Transfer Credit Petition to the Office of Academic and Student Affairs. (Transfer Credit Petitions may be requested by calling 617-373-2400 or TTY 617-373-2825. Petitions are also available at all campus locations.) Students will receive by mail a transfer credit evaluation and a suggested plan of study to prepare for admission to this program. When this paperwork has been completed, students are encouraged to schedule an appointment to discuss their programs with an academic advisor.

Admissions Application Procedure

Students who do not have any academic courses that may be transferred from another educational institution or program should meet with an academic advisor early in their studies at University College. All students are required to complete 80 quarter hours of credit, including English courses ENG 4100, ENG 4101, and ENG 4102; mathematics courses MTH 4110 and MTH 4111; and a social science elective from the course list that follows. This coursework must be completed prior to application for admission to the BSBA degree program (may include transfer credit).

Once students have met these requirements, they should complete an Admissions Application to the Bachelor of Science in Business Administration Degree program and return it to the Office of Academic and Student Affairs to initiate the admissions process. This application may be obtained at all campus locations or by calling 617-373-2400 or TTY 617-373-2825.

Admission to the BSBA Degree program is restricted to students who have maintained a 2.0 cumulative grade-point average at University College and completed a minimum of 80 quarter hours of credit.

Students should choose their 80 quarter hours of credit from the recommended lower-level course list that follows:

ACC 4101	ACC 4102	ACC 4103	Accounting Principles 1, 2, 3
BL 4101	BL 4102		Law 1, 2
CMN 4101			Fundamentals of Human Communication
ECN 4115	ECN 4116	ECN 4117	Economic Principles and Problems 1, 2, 3
ECN 4250	ECN 4251		Statistics 1, 2
ENG 4100	ENG 4101		Critical Writing 1, 2
ENG 4102			Critical Writing Workshop
ENG 4380	ENG 4381		Writing for the Professions 1, 2
HST 4101			The Civilization of the Ancient and Medieval Worlds

One History course from the following:
(HST 4102, 4103, 4201, 4202, 4203, 4600 through 4646)

MGT 4101	MGT 4102	Introduction to Business and Management 1, 2
MIS 4114		Introduction to PC Software
MIS 4115		Introduction to Computers and Information Systems
MTH 4110	MTH 4111	Contemporary Algebra 1, 2
PHL 4100		Philosophical Thinking
PSY 4110		Introduction to Psychology: Fundamental Issues
One Psychology elective (PSY)		
SOC 4100		Roles, Culture, and the Individual
SOC 4101		Inequality and Institutions
or		or
SOC 4102		Institutions and Social Change
3 quarter hours of a natural science elective (BIO, CHM or ESC)		
CD 4100 Managing Career Decisions—strongly suggested elective		

Special Requirements for BSBA Degree Programs

The following procedures assure that University College's BSBA programs conform to AACSB standards:

1. Reserved and Open Courses

Business courses in the BSBA programs are classified as either *reserved* or *open*. Reserved courses are upper-level and are restricted to students who have enrolled in the BSBA degree program. To be qualified to register for a reserved course, the student must have earned a total of 80 or more credits (including transfer credits). Reserved courses are offered at the Boston, Burlington, Dedham, Framingham, Weymouth, and Downtown campuses. A student may register for an open course anytime, providing he or she has fulfilled the prerequisites. The final examinations of certain open Business courses (see asterisked courses, below and next page) are used for course validation in the Bachelor of Science in Business Administration (BSBA) degree programs. The students in these classes must earn a "C" or above in the final validating examination for the course to be accepted in the BSBA program. Please consult course instructor or call 617-373-2418 or 617-373-2419 for further details.

2. Validation

Validation is the term used to describe procedures that test whether an open course completed at the lower division of a bachelor's program should be accepted for transfer credit into the upper division of an AACSB-approved bachelor's degree program. There are three approved validation methods:

- **Sequential Course.** Students who enroll in a Bachelor of Science in Business Administration Degree program can validate a course taken at University College or elsewhere by successfully completing a course that is sequential to the course already completed. The sequential course must be taken in a reserved section. For example, successful completion of *Organizational Behavior 2* in a reserved course can validate *Organizational Behavior 1*, regardless of where the student completed *Organizational Behavior 1*.

- **College-Level Examination Program (CLEP) and/or Proficiency Examination Program (PEP).** These standard examinations can be used to validate some previously taken upper-level business courses.

- **Departmental Examination.** In cases where a sequential course does not exist or is not desired by a student, and no appropriate CLEP or PEP examination exists, validation can be accomplished through a departmental examination.

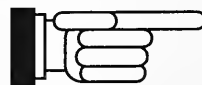
Required upper-level courses are listed as follows under Reserved and Open Sections.

OPEN BUSINESS COURSES

Open business courses are available on an open enrollment basis as long as the stated prerequisites are met.

ACC 4301	ACC 4302	ACC 4307	Intermediate Accounting 1, 2, 3
ACC 4310			Cost Accounting 1
FI 4301*			Principles of Finance
FI 4302*			Financial Management
FI 4310			Investment Principles
FI 4320			Credit Principles
FI 4325			Budgeting and Planning

*The final examinations of these open business courses are used for course validation in the Bachelor of Science in Business Administration (BSBA) degree programs. The students in these classes must earn a "C" or above in the final validating examination for the course to be accepted in the BSBA program.



HRM 4301*		Organizational Behavior 1
HRM 4302*		Organizational Behavior 2
HRM 4304*		Organizational Behavior 1 and Organizational Behavior 2 (Intensive)
HRM 4310*		Human Resources Management
MIS 4301	MIS 4302	Structured Systems Analysis and Design 1, 2
MIS 4305		Structured Systems Analysis and Design (Intensive)
MIS 4307		Communications and Networking
MKT 4301*	MKT 4302*	Introduction to Marketing 1, 2
MKT 4310		Advertising Management 1
MKT 4315		Professional Selling Skills
MKT 4320*		Marketing Management

*The final examinations of these open business courses are used for course validation in the Bachelor of Science in Business Administration (BSBA) degree programs. The students in these classes must earn a "C" or above in the final validating examination for the course to be accepted in the BSBA program.

RESERVED BUSINESS COURSES

The courses below are offered for students in the Bachelor of Science degree programs and for those students who have earned 80 quarter hours of college credit. Please note appropriate course prerequisites.

ACC 4400		Accounting Information Systems
ACC 4408		Intermediate Accounting 4
ACC 4411		Cost Accounting 2
ACC 4425	ACC 4426	Auditing 1, 2
ACC 4440	ACC 4441	Federal Income Taxes 1, 2
FI 4403		Financial Strategy
FI 4411		Investment Management
FI 4421		Credit Management
FI 4426		Financial Control
FI 4450		International Finance
HRM 4415		Leadership
MGT 4410		Project Management Process: Planning and Implementation
MGT 4446		International Business Management and Operations
MGT 4450**	MGT 4451**	Business Policy 1, 2
MGT 4452**		Business Policy (Intensive)
MGT 4455		Manager and Society
MIS 4445		Database Management Systems
MIS 4446		Information Systems for Management
MIS 4485		Applied MIS Development Project
MKT 4411		Advertising Management 2
MKT 4416		Strategic Sales Management
MKT 4430	MKT 4431	Marketing Research 1, 2
MKT 4453		International Marketing
MKT 4457		Competitive Strategy
OM 4404		Service Operations Management

**Must have 130 q.h. to register.

Special Studies

University College offers a variety of Special Studies. These courses give students an opportunity to earn credits in Advanced Tutorials, Independent Studies, and Honors Programs for Business. Consult course descriptions on pages 161-262.

University College/New England Banking Institute Articulation Agreement

To keep pace with the professional challenges that bankers face today, particularly in the area of technology, University College and The New England Banking Institute (NEBI) have developed an articulation agreement for the admission of NEBI's students into University College's Bachelor of Science degree. Graduates of NEBI's associate's degree program will have all their credits with a grade of C or above transfer into the MIS BSBA concentration. In addition, other concentrations may also be considered under this agreement.

New England Banking Institute students who are interested in transferring into a University College Bachelor of Science degree should contact an academic advisor at University College at 617-373-2400 or TTY 617-373-2825.

Accounting Associate in Science Degree (Major Code 470)



See also: Accounting Bachelor of Science in Business Administration Degree, page 86.

Core Courses

Liberal Arts

ENG 4100	ENG 4101		Critical Writing 1, 2	8
ENG 4102			Critical Writing Workshop	2
MTH 4110	MTH 4111		Contemporary Algebra 1, 2	6
ECN 4115	ECN 4116	ECN 4117	Economic Principles and Problems 1, 2, 3	9
PSY 4110			Introduction to Psychology: Fundamental Issues	3

Business Administration

BL 4101 BL 4102	Law 1, 2	6
FI 4301	Principles of Finance	3
HRM 4301 HRM 4302	Organizational Behavior 1, 2	6
MGT 4101 MGT 4102	Introduction to Business and Management 1, 2	6
MIS 4114	Introduction to PC Software	3
MIS 4115	Introduction to Computers and Information Systems	3

Major Concentration Courses

ACC 4101 ACC 4102 ACC 4103	Accounting Principles 1, 2, 3	9
ACC 4301 ACC 4302 ACC 4307	Intermediate Accounting 1, 2, 3	9
ACC 4310	Cost Accounting 1	3

Nonbusiness Electives 11

Total Quarter Hours 87

Business Administration Associate in Science Degree (Major Code 401)



The Business Administration associate's degree provides students with a broad overview of business and feeds into any University College BSBA degree. This allows students the opportunity to learn more about the various disciplines within business before they decide on a particular area of specialization. Once students complete their associate's degree, they may transfer directly into the AACSB accredited BSBA degree of their choice.

See also: Management Bachelor of Science in Business Administration Degree, page 90.

Core Courses

Liberal Arts

				quarter hours
ENG 4100	ENG 4101		Critical Writing 1, 2	8
ENG 4102			Critical Writing Workshop	2
MTH 4110	MTH 4111		Contemporary Algebra 1, 2	6
ECN 4115	ECN 4116	ECN 4117	Economic Principles and Problems 1, 2, 3	9
PSY 4110			Introduction to Psychology: Fundamental Issues	3

Business Administration

ACC 4101	ACC 4102	ACC 4103	Accounting Principles 1, 2, 3	9
BL 4101	BL 4102		Business Law 1, 2	6
FI 4301			Principles of Finance	3
FI 4302			Financial Management	3
HRM 4301	HRM 4302		Organizational Behavior 1, 2	6
HRM 4310			Human Resources Management	3
MIS 4114			Introduction to PC Software	3
MIS 4115			Introduction to Computers and Information Systems	3
MKT 4301			Introduction to Marketing 1	3
MGT 4101	MGT 4102	MGT 4103	Introduction to Business and Management 1, 2, 3	9

Nonbusiness Electives 11

Total Quarter Hours 87

Finance Associate in Science Degree (Major Code 476)



The challenging and fast-paced world of finance offers many exciting career opportunities, both within financial industries and finance departments of large companies. The Associate of Science in Finance degree provides students with a broad base of skills and knowledge that can be used to obtain an entry-level position or as a base on which to build. Along with learning about investments, budgets, and other finance oriented topics, students will also take courses in general business and the liberal arts. Students who complete this degree may transfer their credit into the BSBA Finance degree and enhance their career opportunities even further.

See also: Finance Bachelor of Science in Business Administration Degree, page 88.

Core Courses

Liberal Arts

			quarter hours
ENG 4100	ENG 4101	Critical Writing 1, 2	8
ENG 4102		Critical Writing Workshop	2
MTH 4110	MTH 4111	Contemporary Algebra 1, 2	6
ECN 4115	ECN 4116	Economic Principles and Problems 1, 2, 3	9
PSY 4110		Introduction to Psychology: Fundamental Issues	3

Business Administration

ACC 4101	ACC 4102	ACC 4103	Accounting Principles 1, 2, 3	9
BL 4101	BL 4102		Law 1, 2	6
HRM 4301	HRM 4302		Organizational Behavior 1, 2	6
MGT 4101	MGT 4102		Introduction to Business and Management 1, 2	6
MIS 4114			Introduction to PC Software	3
MIS 4115			Introduction to Computers and Information Systems	3
MIS 4236			Advanced PC Software	3

Major Concentration Courses

FI 4301	Principles of Finance	3
FI 4302	Financial Management	3
FI 4310	Investment Principles	3
FI 4320	Credit Principles	3
FI 4325	Budgeting and Planning	3

Nonbusiness Electives	8
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Total Quarter Hours	87
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Human Resources Management Associate in Science Degree (Major Code 477)



The rapidly changing and increasingly complex workplace has created a variety of opportunities within the field of human resources. The Human Resources Management Associate of Science degree is designed to provide students with an understanding of all the major functions of human resources, along with a broad base of management skills. The program prepares students for numerous entry-level positions as well as providing a base of liberal arts and business courses that can be applied toward the BSBA degree.

Core Courses

Liberal Arts			quarter hours
ENG 4100	ENG 4101	Critical Writing 1, 2	8
ENG 4102		Critical Writing Workshop	2
MTH 4110	MTH 4111	Contemporary Algebra 1, 2	6
ECN 4115	ECN 4116 ECN 4117	Economic Principles and Problems 1, 2, 3	9
PSY 4110		Introduction to Psychology: Fundamental Issues	3

Business Administration

ACC 4101	ACC 4102	Accounting Principles 1, 2	6
BL 4101		Law 1	3
MGT 4101	MGT 4102	Introduction to Business and Management 1, 2	6
MIS 4114		Introduction to PC Software	3
MIS 4115		Introduction to Computers and Information Systems	3
MKT 4301		Introduction to Marketing 1	3
MIS 4236		Advanced PC Software	3

Major Concentration Courses

HRM 4301	HRM 4302	Organizational Behavior 1, 2	6
HRM 4310		Human Resources Management	3
HRM 4321		Wage and Salary Administration	3
HRM 4322		Employee Benefits	3
HRM 4325		Training and Development	3
HRM 4333		Employment Rights	3
HRM 4348		The Changing Work Force	3

Nonbusiness Electives	8
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Total Quarter Hours	87
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Logistics and Transportation Associate in Science Degree (Major Code 482)



Logistics and Transportation is one of the most rapidly expanding fields in business today. All companies, from the Fortune 500 manufacturer to the small retail firm have a logistics department that determines inventory policy, manages warehousing needs, and decides modes of transportation to be used for the distribution of products and materials.

Courses in the Logistics and Transportation associate's degree address operations and distribution issues related to local and international shippers and carriers and financial and legal issues concerning the transportation service consumer.

Corporations and companies (carriers) that sell transportation services seek out individuals who are skilled in the area of logistics and transportation. Carrier companies include the airlines, railroads, trucking companies, and urban transit systems. Students may also consider administrative positions in companies and agencies involved in transportation infrastructure.

On completion of the Logistics and Transportation associate's degree, students may consider pursuing a bachelor's degree in finance, marketing, or another functional area.

Core Courses

Liberal Arts

			quarter hours
ENG 4100	ENG 4101	Critical Writing 1, 2	8
ENG 4102		Critical Writing Workshop	2
MTH 4110	MTH 4111	Contemporary Algebra 1, 2	6
ECN 4250	ECN 4251	Statistics 1, 2	6
ECN 4115	ECN 4116	Economic Principles and Problems 1, 2, 3	9

Business Administration

ACC 4101	ACC 4102	Accounting Principles 1, 2	6
MGT 4101	MGT 4102	Introduction to Business and Management 1, 2	6
MKT 4301		Introduction to Marketing 1	3
MIS 4114		Introduction to PC Software	3
MIS 4115		Introduction to Computers and Information Systems	3
OM 4301 (formerly IM 4301)		Introduction to Operations Management	(3)
or		or	
OM 4404*		Service Operations Management	(3)
OM 4325 (formerly MS 4325)		Business Decision Models	3

Major Concentration Courses

TRN 4301	Elements of Transportation	3
TRN 4302	Introduction to Logistics	3
TRN 4304	Advanced Logistics	3
Transportation electives		12

Nonbusiness Electives 8

Total Quarter Hours 87

*See page 239 for prerequisites. Take as one of last courses in A.S. program after acquiring 80 q.h.

Management Information Systems Associate in Science Degree (Major Code 475)



See also: Management Information Systems Bachelor of Science in Business Administration, page 92.

Core Courses

Liberal Arts

			quarter hours
ENG 4100	ENG 4101	Critical Writing 1, 2	8
ENG 4102		Critical Writing Workshop	2
MTH 4110	MTH 4111	Contemporary Algebra 1, 2	6
ECN 4250	ECN 4251	Statistics 1, 2	6
ECN 4115	ECN 4116	Economic Principles and Problems 1, 2, 3	9
	ECN 4117		

Business Administration

ACC 4101	ACC 4102	Accounting Principles 1, 2	6
FI 4301		Principles of Finance	3
HRM 4301	HRM 4302	Organizational Behavior 1, 2	6
MGT 4101		Introduction to Business and Management 1	3
OM 4404*		Service Operations Management	3

Major Concentration Courses

MIS 4114		Introduction to PC Software	3
MIS 4115		Introduction to Computers and Information Systems	3
MIS 4221	MIS 4222	COBOL Programming 1, 2	(6)
or		or	
MIS 4276	MIS 4277	C Programming 1, 2	(6)
MIS 4236		Advanced PC Software	3
MIS 4273		PC DOS	(3)
or		or	
MIS 4282		Operating Systems Overview	(3)
MIS 4301	MIS 4302	Structured Systems Analysis and Design 1, 2	6
MIS 4307		Communications and Networking	3

Electives** 8

Total Quarter Hours 87

*See page 239 for prerequisites. Take as one of last courses in A.S. program after acquiring 80 q.h.

**Completion of Continuing Education non-credit certificate programs in the State-of-the-Art Program may lead to eligibility of 18 q.h. of nonbusiness credit in the Management Information Systems AS and BSBA degrees.

Marketing Associate in Science Degree (Major Code 479)



As companies find themselves in increasingly competitive environments, they are placing a greater emphasis on being customer-oriented and market-driven. As a result, companies are actively seeking managers who are sensitive to market needs and capable of developing responsive marketing strategies. The Marketing Associate in Science degree provides students with a broad knowledge of business activities and an in-depth knowledge of the marketing function. Students may also choose to transfer into the nationally accredited BSBA/Marketing degree.

See also: Marketing Bachelor of Science in Business Administration Degree, page 94.

Core Courses

Liberal Arts

			quarter hours
ENG 4100	ENG 4101	Critical Writing 1, 2	8
ENG 4102		Critical Writing Workshop	2
MTH 4110	MTH 4111	Contemporary Algebra 1, 2	6
ECN 4115	ECN 4116	Economic Principles and Problems 1, 2, 3	9
ENG 4380	ECN 4117	Writing for the Professions 1	3

Business Administration

ACC 4101	ACC 4102	Accounting Principles 1, 2	6
FI 4301		Principles of Finance	3
FI 4302		Financial Management	3
HRM 4301	HRM 4302	Organizational Behavior 1, 2	6
MGT 4101	MGT 4102	Introduction to Business and Management 1, 2	6
MIS 4114		Introduction to PC Software	3
MIS 4115		Introduction to Computers and Information Systems	3

Major Concentration Courses

MKT 4301	MKT 4302	Introduction to Marketing 1, 2	6
MKT 4308		Direct Response Marketing	3
MKT 4310		Advertising Management 1	3
MKT 4315		Professional Selling Skills	3
MKT 4320		Marketing Management	3

Nonbusiness Electives 11

Total Quarter Hours 87

Operations Management Associate in Science Degree (Major Code 491)



As the operations of organizations have become increasingly complex, the need for professionals trained in the latest methods and techniques used in purchasing, distribution, logistics, and other supply-related activities has become more significant. The Associate of Science in Operations Management incorporates the latest thinking in the field of operations such as the use of technology and the integration of various aspects of operations management.

Core Courses

Liberal Arts

				quarter hours
ENG 4100	ENG 4101		Critical Writing 1, 2	8
ENG 4102			Critical Writing Workshop	2
ECN 4115	ECN 4116	ECN 4117	Economic Principles and Problems 1, 2, 3	9
ECN 4250	ECN 4251		Statistics 1, 2	6
MTH 4110	MTH 4111		Contemporary Algebra 1, 2	6

Business Administration

ACC 4101	ACC 4102		Accounting Principles 1, 2	6
HRM 4301			Organizational Behavior 1	3
MGT 4101			Introduction to Business and Management 1	3
MIS 4114			Introduction to PC Software	3
MIS 4115			Introduction to Computers and Information Systems	3

Major Concentration Courses

OM 4325* (formerly MS 4325)		Business Decision Models	3
OM 4301		Introduction to Operations Management	(3)
or	or		
OM 4404**		Service Operations Management	(3)
OM 4314		Productivity Enhancement and Quality	3
OM 4321 (formerly PUR 4321)		Operations Planning and Control	3
OM 4351 (formerly PUR 4351)		Introduction to Purchasing	3
OM 4396 (formerly PUR 4396)		Systems and Technologies	3
TRN 4302		Introduction to Logistics	3

Nonbusiness Electives 17

Total Quarter Hours 87

*Not a prerequisite for OM 4404.

**See page 239 for prerequisites. Take as one of the last courses in A.S. program after acquiring 80 q.h.

Purchasing and Materials Management Associate in Science Degree (Major Code 431)



The purchasing function within organizations has gone through dramatic changes in recent years. An emphasis on efficiency has brought about innovations such as MRP and JIT. Along with these innovations is an increased emphasis on quality. The Purchasing and Materials Management Associate in Science degree provides students with an in-depth knowledge of the latest concepts and tools being used in the field of purchasing along with a broad business foundation.

Core Courses

Liberal Arts

	quarter hours
ENG 4100 ENG 4101	Critical Writing 1, 2 8
ENG 4102	Critical Writing Workshop 2
MTH 4110 MTH 4111	Contemporary Algebra 1, 2 6
ECN 4250 ECN 4251	Statistics 1, 2 6
ECN 4115 ECN 4116 ECN 4117	Economic Principles and Problems 1, 2, 3 9

Business Administration

ACC 4101 ACC 4102	Accounting Principles 1, 2 6
HRM 4301	Organizational Behavior 1 3
MGT 4101 MGT 4102	Introduction to Business and Management 1, 2 6
MIS 4114	Introduction to PC Software 3
MIS 4115	Introduction to Computers and Information Systems 3
MKT 4301	Introduction to Marketing 1 3
OM 4301 (formerly IM 4301)	Introduction to Operations Management (3)
or	or
OM 4404*	Service Operations Management (3)
OM 4325 (formerly MS 4325)	Business Decision Models 3

Major Concentration Courses

OM 4321	Operations Planning and Control 3
OM 4351 (formerly PUR 4351)	Introduction to Purchasing 3
OM 4357 (formerly PUR 4357)	Business Negotiations 3
OM 4358 (formerly PUR 4358)	Materials Requirements Planning 3
OM 4370 (formerly PUR 4370)	Inventory Management 3
OM 4390 (formerly PUR 4390)	Just-in-Time Manufacturing (JIT) (3)
or	or
OM 4395 (formerly PUR 4395)	Master Production Scheduling (3)
or	or
OM 4396 (formerly PUR 4396)	Systems and Technologies (3)

Nonbusiness Electives

8

Total Quarter Hours

87

*See page 239 for prerequisites. Take as one of last courses in A.S. program after acquiring 80 q.h.

Bachelor of Science in Business Administration Degrees

Accounting Bachelor of Science in Business Administration Degree (Major Code 460)



See also: Accounting Associate in Science Degree, page 77.

Liberal Arts

			quarter hours
ENG 4100	ENG 4101	Critical Writing 1, 2	8
ENG 4102		Critical Writing Workshop	2
MTH 4110	MTH 4111	Contemporary Algebra 1, 2	6
ENG 4380	ENG 4381	Writing for the Professions 1, 2	6
ECN 4115	ECN 4116	Economic Principles and	
	ECN 4117	Problems 1, 2, 3	9
ECN 4250	ECN 4251	Statistics 1, 2	6
HST 4101		The Civilization of the Ancient and Medieval Worlds	3

One History course from the following:

(HST 4102, 4103, 4201, 4202, 4203, 4600 through 4646) 3

PHL 4100 Philosophical Thinking 3

PSY 4110 Introduction to Psychology:
Fundamental Issues 3

One Psychology elective (PSY) 3

SOC 4100 Roles, Culture, and the Individual 3

SOC 4101 Inequality and Institutions

or or

SOC 4102 Institutions and Social Change 3

CMN 4101 Fundamentals of Human
Communication 3

Business Administration

ACC 4101	ACC 4102	ACC 4103	Accounting Principles 1, 2, 3	9
BL 4101	BL 4102		Law 1, 2	6
FI 4301			Principles of Finance	3
FI 4302			Financial Management	3
HRM 4301	HRM 4302		Organizational Behavior 1, 2	6
MGT 4101	MGT 4102		Introduction to Business and Management 1, 2	6
MGT 4446			International Business Management and Operations	3
MIS 4114			Introduction to PC Software	3
MIS 4115			Introduction to Computers and Information Systems	3



MIS 4236	Advanced PC Software	3
MKT 4301	Introduction to Marketing 1	3
OM 4404	Service Operations Management	3
MGT 4450* MGT 4451	Business Policy 1, 2	6

Major Concentration Courses

ACC 4301	ACC 4302	ACC 4307	Intermediate Accounting 1, 2, 3	9
ACC 4408			Intermediate Accounting 4	3
ACC 4310			Cost Accounting 1	3
ACC 4411			Cost Accounting 2	3
ACC 4425	ACC 4426		Auditing 1, 2	6
ACC 4440	ACC 4441		Federal Income Taxes 1, 2	6
ACC 4400			Accounting Information Systems	3

Electives

Natural science elective (BIO, CHM, or ESC)	3
Open electives	17
Business elective	3

Total Quarter Hours 174

*Students must complete 130 q.h. and all other Business Administration core courses before enrolling in Business Policy 1.

Suggested: ENG 4384 *Workshop in Case Study Analysis* before taking MGT 4450 and other upper-level reserved courses that require writing about cases.

Finance Bachelor of Science in Business Administration Degree (Major Code 433)



See also: Finance Associate in Science Degree, page 79.

Liberal Arts

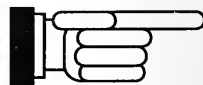
			quarter hours
ENG 4100	ENG 4101	Critical Writing 1, 2	8
ENG 4102		Critical Writing Workshop	2
MTH 4110	MTH 4111	Contemporary Algebra 1, 2	6
ECN 4115	ECN 4116	Economic Principles and	
	ECN 4117	Problems 1, 2, 3	9
ECN 4250	ECN 4251	Statistics 1, 2	6
PSY 4110		Introduction to Psychology:	
		Fundamental Issues	3
One Psychology elective (PSY)			3
ENG 4380	ENG 4381	Writing for the Professions 1, 2	6
SOC 4100		Roles, Culture, and the Individual	3
SOC 4101		Inequality and Institutions	(3)
or		or	
SOC 4102		Institutions and Social Change	(3)
CMN 4101		Fundamentals of Human	
		Communication	3
HST 4101		The Civilization of the Ancient	
		and Medieval Worlds	3
One History course from the following:			
(HST 4102, 4103, 4201, 4202, 4203, 4600 through 4646)			3
PHL 4100		Philosophical Thinking	3

Business Administration

ACC 4101	ACC 4102	ACC 4103	Accounting Principles 1, 2, 3	9
BL 4101	BL 4102		Law 1, 2	6
HRM 4301	HRM 4302		Organizational Behavior 1, 2	6
MGT 4101	MGT 4102		Introduction to Business	
			and Management 1, 2	6
MGT 4446			International Business	
			Management and Operations	3
MIS 4114			Introduction to PC Software	3
MIS 4115			Introduction to Computers and	
			Information Systems	3
MIS 4236			Advanced PC Software	3
MKT 4301			Introduction to Marketing 1	3
OM 4404			Service Operations Management	3
MGT 4450*	MGT 4451		Business Policy 1, 2	6

*Students must complete 130 q.h. and all other Business Administration core courses before enrolling in Business Policy 1.

Suggested: ENG 4384 *Workshop in Case Study Analysis* before taking MGT 4450 and other upper-level reserved courses that require writing about cases.



Major Concentration Courses

FI 4301	Principles of Finance	3
FI 4302	Financial Management	3
FI 4403	Financial Strategy	3
FI 4310	Investment Principles	3
FI 4411	Investment Management	3
FI 4320	Credit Principles	3
FI 4421	Credit Management	3
FI 4325	Budgeting and Planning	3
FI 4426	Financial Control	3
FI 4450	International Finance	3

Electives

Natural science elective (BIO, CHM, or ESC)	3
Open electives	26
Business elective	3

Total Quarter Hours	174
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Management Bachelor of Science in Business Administration Degree (Major Code 463)



See also: Business Administration Associate in Science Degree, page 78.

Liberal Arts

quarter hours

ENG 4100	ENG 4101	Critical Writing 1, 2	8
ENG 4102		Critical Writing Workshop	2
MTH 4110	MTH 4111	Contemporary Algebra 1, 2	6
ENG 4380	ENG 4381	Writing for the Professions 1, 2	6
ECN 4115	ECN 4116	Economic Principles and Problems 1, 2, 3	9
ECN 4250	ECN 4251	Statistics 1, 2	6
HST 4101		The Civilization of the Ancient and Medieval Worlds	3

One History course from the following:

(HST 4102, 4103, 4201, 4202, 4203, 4600 through 4646)

PHL 4100 Philosophical Thinking 3

PSY 4110 Introduction to Psychology: Fundamental Issues 3

One Psychology elective (PSY) 3

SOC 4100 Roles, Culture, and the Individual 3

SOC 4101 Inequality and Institutions (3)

or or

SOC 4102 Institutions and Social Change (3)

CMN 4101 Fundamentals of Human Communication 3

Business Administration

ACC 4101	ACC 4102	ACC 4103	Accounting Principles 1, 2, 3	9
BL 4101	BL 4102		Law 1, 2	6
FI 4301			Principles of Finance	3
FI 4302			Financial Management	3
HRM 4301	HRM 4302		Organizational Behavior 1, 2	6
HRM 4310			Human Resources Management	3
MGT 4101	MGT 4102	MGT 4103	Introduction to Business and Management 1, 2, 3	9
MIS 4114			Introduction to PC Software	3
MIS 4115			Introduction to Computers and Information Systems	3
MIS 4236			Advanced PC Software	3
MKT 4301			Introduction to Marketing 1	3
OM 4404			Service Operations Management	3



Major Concentration Courses

HRM 4415	Leadership	3
MGT 4410	Project Management Process: Planning and Implementation	3
MGT 4446	International Business Management and Operations	3
MGT 4455	Manager and Society	3
MKT 4320	Marketing Management 1	3
MIS 4446	Information Systems for Management	3
MGT 4450* MGT 4451	Business Policy 1, 2	6

Electives

Natural science elective (BIO, CHM, or ESC)	3
Open electives	26
Business electives	6

Total Quarter Hours 174

*Students must complete 130 q.h. and all other Business Administration core courses before enrolling in Business Policy 1.

Suggested: ENG 4384 *Workshop in Case Study Analysis* before taking MGT 4450 and other upper-level reserved courses that require writing about cases.

ACCEL

Fast-track for the Management BSBA, the Management Information Systems (MIS) BSBA, and Liberal Arts with a Business Minor

ACCEL, the premier accelerated program for adults in the Boston region, will enable students to speed up the study of their Management BSBA, MIS BSBA or Liberal Arts with Business Minor. If you have relevant transfer credit or take College Level Examination Program (CLEP) examinations in certain subjects, you can finish even faster.

The ***ACCEL*** program is very flexible. You can start the program at any point. This way, if you have completed an associate's degree program, have other transfer credit or can take CLEP examinations for certain subjects, you will have a head start, or a lighter course load in an academic quarter.

The program is offered on the Boston and Burlington campuses on Friday nights and Saturday mornings with the exception of the summer quarter when the schedule reverts to the Monday through Thursday evening format. Many of the courses in the program are offered at a reduced tuition rate.

Please call 617-373-2400 or TTY 617-373-2825 to request a brochure explaining the ***ACCEL*** program.

Management Information Systems Bachelor of Science in Business Administration Degree (Major Code 465)



See also: Management Information Systems Associate in Science Degree, page 82.

Liberal Arts

quarter hours

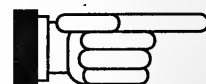
ENG 4100	ENG 4101	Critical Writing 1, 2	8
ENG 4102		Critical Writing Workshop	2
MTH 4110	MTH 4111	Contemporary Algebra 1, 2	6
ENG 4380	ENG 4381	Writing for the Professions 1, 2	6
ECN 4115	ECN 4116	Economic Principles and Problems 1, 2, 3	9
ECN 4250	ECN 4251	Statistics 1, 2	6
HST 4101		The Civilization of the Ancient and Medieval Worlds	3
One History course from the following:			
(HST 4102, 4103, 4201, 4202, 4203, 4600 through 4646)			3
PHL 4100		Philosophical Thinking	3
PSY 4110		Introduction to Psychology: Fundamental Issues	3
One Psychology elective (PSY)			3
SOC 4100		Roles, Culture, and the Individual	3
SOC 4101		Inequality and Institutions	(3)
or		or	
SOC 4102		Institutions and Social Change	(3)
CMN 4101		Fundamentals of Human Communication	3

Business Administration

ACC 4101	ACC 4102	ACC 4103	Accounting Principles 1, 2, 3	9
BL 4101	BL 4102		Law 1, 2	6
FI 4301			Principles of Finance	3
FI 4302			Financial Management	3
HRM 4301	HRM 4302		Organizational Behavior 1, 2	6
MGT 4101	MGT 4102		Introduction to Business and Management 1, 2	6
MGT 4446			International Business Management and Operations	3
MIS 4114			Introduction to PC Software	3
MIS 4115			Introduction to Computers and Information Systems	3
MIS 4236			Advanced PC Software	3
MIS 4221	MIS 4222		COBOL Programming 1, 2	(6)
or			or	
MIS 4276	MIS 4277		C Programming 1, 2	(6)
MIS 4282			Operating Systems Overview	(3)
or			or	
MIS 4273			PC DOS	(3)
MKT 4301			Introduction to Marketing 1	3
OM 4404			Service Operations Management	3
MGT 4450*	MGT 4451		Business Policy 1, 2	6

*Students must complete 130 q.h. and all other Business Administration core courses before enrolling in Business Policy 1.

Suggested: ENG 4384 *Workshop in Case Study Analysis* before taking MGT 4450 and other upper-level reserved courses that require writing about cases.



Major Concentration Courses

MGT 4410	Project Management Process:	
	Planning and Implementation	3
MIS 4301	Structured Systems Analysis	
MIS 4302	and Design 1, 2	6
MIS 4307	Communications and Networking	3
MIS 4445	Database Management Systems	3
MIS 4446	Information Systems for Management	3
MIS 4485	Applied MIS Development Project	3

Electives*

Natural science elective (BIO, CHM, or ESC)	3
Open electives	20
Business elective	3

Total Quarter Hours 174

*Completion of Continuing Education non-credit certificate programs in the State-of-the-Art Program may lead to eligibility of 18 q.h. of nonbusiness credit in the Management Information Systems AS and BSBA degrees.

Each certificate is equivalent to 18 q.h. of credit and is considered nonbusiness. Contact the Office of Academic and Student Affairs at 617-373-2400 or TTY 617-373-2825 to discuss how to petition.

ACCEL

Fast-track for the Management BSBA, the Management Information Systems (MIS) BSBA, and Liberal Arts with a Business Minor

ACCEL, the premier accelerated program for adults in the Boston region, will enable students to speed up the study of their Management BSBA, MIS BSBA or Liberal Arts with Business Minor. If you have relevant transfer credit or take College Level Examination Program (CLEP) examinations in certain subjects, you can finish even faster.

The *ACCEL* program is very flexible. You can start the program at any point. This way, if you have completed an associate's degree program, have other transfer credit or can take CLEP examinations for certain subjects, you will have a head start, or a lighter course load in an academic quarter.

The program is offered on the Boston and Burlington campuses on Friday nights and Saturday mornings with the exception of the summer quarter when the schedule reverts to the Monday through Thursday evening format. Many of the courses in the program are offered at a reduced tuition rate.

Please call 617-373-2400 or TTY 617-373-2825 to request a brochure explaining the *ACCEL* program.

Marketing Bachelor of Science in Business Administration Degree (Major Code 461)



See also: Marketing Associate in Science degree, page 83.

Liberal Arts

			quarter hours
ENG 4100	ENG 4101	Critical Writing 1, 2	8
ENG 4102		Critical Writing Workshop	2
MTH 4110	MTH 4111	Contemporary Algebra 1, 2	6
ENG 4380	ENG 4381	Writing for the Professions 1, 2	6
ECN 4115	ECN 4116	Economic Principles and	
	ECN 4117	Problems 1, 2, 3	9
ECN 4250	ECN 4251	Statistics 1, 2	6
HST 4101		The Civilization of the Ancient and Medieval Worlds	3
One History course from the following: (HST 4102, 4103, 4201, 4202, 4203, 4600 through 4646)			3
PHL 4100		Philosophical Thinking	3
PSY 4110		Introduction to Psychology: Fundamental Issues	3
One Psychology elective (PSY)			3
SOC 4100		Roles, Culture, and the Individual	3
SOC 4101		Inequality and Institutions	(3)
or		or	
SOC 4102		Institutions and Social Change	(3)
CMN 4101		Fundamentals of Human Communication	3

Business Administration

ACC 4101	ACC 4102	ACC 4103	Accounting Principles 1, 2, 3	9
BL 4101	BL 4102		Law 1, 2	6
FI 4301			Principles of Finance	3
FI 4302			Financial Management	3
HRM 4301	HRM 4302		Organizational Behavior 1, 2	6
MGT 4101	MGT 4102		Introduction to Business and Management 1, 2	6
MGT 4446			International Business Management and Operations	3
MIS 4114			Introduction to PC Software	3
MIS 4115			Introduction to Computers and Information Systems	3
MIS 4236			Advanced PC Software	3
OM 4404			Service Operations Management	3
MGT 4450*	MGT 4451		Business Policy 1, 2	6

*Students must complete 130 q.h. and all other Business Administration core courses before enrolling in Business Policy 1.

Suggested: ENG 4384 *Workshop in Case Study Analysis* before taking MGT 4450 and other upper-level reserved courses that require writing about cases.



Major Concentration Courses

MKT 4301	Introduction to Marketing 1	3
MKT 4302	Introduction to Marketing 2	3
MKT 4310	Advertising Management 1	3
MKT 4411	Advertising Management 2	3
MKT 4315	Professional Selling Skills	3
MKT 4416	Strategic Sales Management	3
MKT 4320	Marketing Management	3
MKT 4430	Marketing Research 1	3
MKT 4431	Marketing Research 2	3
MKT 4453	International Marketing	3
MKT 4457	Competitive Strategy	3

Electives

Natural science elective (BIO, CHM, or ESC)	3
Open electives	20
Business elective	3

Total Quarter Hours	174
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Operations Technology Bachelor of Science Degree (BS)

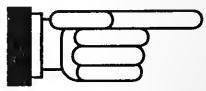
A Bachelor of Science degree is offered in Operations Technology. The technology program is designed to prepare the student to meet the challenge of interfacing technology and society. The technology student not only learns related disciplines but also becomes oriented in disciplines to which his or her technological skills will be applied.

Graduates of science, engineering technology, liberal arts, or other selected programs in Northeastern University, community colleges, or other similar colleges and institutions who have an associate's degree or its equivalent may transfer applicable credits toward the degree requirements of the baccalaureate program in operations technology. No more than 44 quarter hours of business administration credits may be applied toward the bachelor's degree in Operations Technology.

Operations Technology Bachelor of Science Degree (Major Code 492)



			quarter hours
Liberal Arts			
ENG 4100	ENG 4101	Critical Writing 1, 2	8
ENG 4102		Critical Writing Workshop	2
ECN 4115	ECN 4116	Economic Principles and Problems 1, 2, 3	9
ECN 4117		Statistics 1, 2	6
ECN 4250	ECN 4251	Contemporary Algebra 1, 2	6
MTH 4110	MTH 4111	Introduction to Psychology: Fundamental Issues	3
PSY 4110			3
One Psychology elective (PSY)			
SOC 4100		Roles, Culture, and the Individual	3
SOC 4101		Inequality and Institutions	(3)
or		or	
SOC 4102		Institutions and Social Change	(3)
Business Administration			
ACC 4101	ACC 4102	Accounting Principles 1, 2	6
BL 4101	BL 4102	Law 1, 2	6
HRM 4301		Organizational Behavior 1	3
MGT 4101		Introduction to Business and Management 1	3
MIS 4114		Introduction to PC Software	3
MIS 4115		Introduction to Computers and Information Systems	3



Major Concentration Courses

OM 4404*	Service Operations Management	(3)
or	or	
OM 4301	Introduction to Operations Management	(3)
OM 4314	Productivity Enhancement and Quality	3
OM 4325** (formerly MS 4325)	Business Decision Models	3
OM 4351 (formerly PUR 4351)	Introduction to Purchasing	3
OM 4321	Operations Planning and Control	3
OM 4396 (formerly PUR 4396)	Systems and Technologies	3
TRN 4302	Introduction to Logistics	3

Non-business electives (such as Science, Engineering Technology, Liberal Arts, or Criminal Justice)† 86

Total Quarter Hours 174

*Prerequisite: 80 q.h. of credit.

**Not a prerequisite for OM 4404.

†Completion of Continuing Education non-credit certificate programs in the State-of-the-Art Program may lead to eligibility of 18 q.h. of nonbusiness credit in the Management Information Systems AS and BSBA degrees.

Each certificate is equivalent to 18 q.h. of credit and is considered nonbusiness. Contact the Office of Academic and Student Affairs to discuss petition: 617-373-2400 or TTY 617-373-2825.

Criminal Justice and Security Degree Programs

Rose A. Doherty, *Assistant Dean,
Director, Criminal Justice and Security Programs*
266 Ryder Hall, 617-373-2423
617-373-2825 (TTY)

Nancy Bandoian,
*Assistant to the Director,
Criminal Justice and Security
Programs*

Program Consultant

Harvey Burstein, J.D.
Professor
College of Criminal Justice
617-373-2423

Purpose

Criminal Justice and Security programs are designed to provide a professional focus to students with a broadly based undergraduate education, to ensure that program graduates are prepared to enter or advance in careers in criminal justice or security administration or to enroll in graduate or professional schools.

The curriculum is built around a core of required courses after which the student selects a professional concentration. A choice of upper-level coursework is offered.

Certificate Programs

Students who seek specialized background in criminal law may choose a certificate program in Legal Studies, which may be taken independently or in conjunction with degree study. The certificate in Computer Crime and Security is another option for those studying for a criminal justice or business degree or those who are practicing criminal justice professionals. Students learn how information technology security programs are developed and how to coordinate these programs with auditors, legal departments, law enforcement officials, and other agencies.

Associate in Science Degree Program

An associate in science degree program in Criminal Justice is offered for those who wish to obtain a general background in corrections, policing, and security and who may later wish to pursue a bachelor's degree.

Candidates for the associate in science degree must complete a minimum of eighty-seven quarter hours of credit. This is one half of the requirements for the bachelor of science degree.

Bachelor of Science Degree Programs

The bachelor of science degree is offered with specializations in corrections, policing, and security. Students should choose their specialization in consultation with a program advisor. Each curriculum provides for not less than 174 quarter hours of work.

Criminal Justice Associate in Science Degree (Major Code 951)



Core Courses

ENG 4100	ENG 4101	Critical Writing 1, 2	8
ENG 4102		Critical Writing Workshop	2
HST 4203		American History Since 1917	3
MIS 4114		Introduction to PC Software	3
POL 4104		Introduction to American Government	3
PSY 4110		Introduction to Psychology:	
		Fundamental Issues	3
SOC 4100		Roles, Culture, and the Individual	3
SOC 4186		Social Control	3

Criminal Justice Core

CJ 4101	Administration of Criminal Justice	3
CJ 4103 CJ 4104	Criminology 1, 2	6
CJ 4108 CJ 4109	Criminal Law and Procedure 1, 2	6
CJ 4110	Constitutional Law	3
CJ 4114 CJ 4115	Introduction to Law 1, 2	6
CJ 4201	Criminal Investigation 1	3
CJ 4301	American Correctional System	3
CJ 4403	Introduction to Security	3

Criminal justice and security electives 9

Open electives 17

HST 4563 History of Criminal Justice in America is recommended

Total Quarter Hours 87

Corrections Bachelor of Science Degree (Major Code 948)



Core Courses			quarter hours	
ENG 4100	ENG 4101	Critical Writing 1, 2		8
ENG 4102		Critical Writing Workshop		2
ECN 4115	ECN 4116 ECN 4117	Economic Principles and Problems 1, 2, 3		9
HST 4101		The Civilization of the Ancient and Medieval Worlds		3
HST 4102		The Civilization of the Early Modern World		(3)
or		or		
HST 4103		The Civilization of the Modern World		(3)
HST 4203		American History Since 1917		3
MIS 4114		Introduction to PC Software		3
MTH 4110 MTH 4111		Contemporary Algebra 1, 2		6
PHL 4100		Philosophical Thinking		(3)
or		or		
PHL 4200		Logic		(3)
POL 4103		Introduction to Politics		3
POL 4104		Introduction to American Government		3
PSY 4110		Introduction to Psychology: Fundamental Issues		3
PSY 4111		Introduction to Psychology: Developmental Aspects		(3)
or		or		
PSY 4112		Introduction to Psychology: Personal Dynamics		(3)
SOC 4100		Roles, Culture and the Individual		3
SOC 4101		Inequality and Institutions		(3)
or		or		
SOC 4102		Institutions and Social Change		(3)
SOC 4186		Social Control		3
SOC 4320		Statistics *		3
SOC 4331		Research Methods 1		3
Mathematics/science courses				6
CJ 4101		Administration of Criminal Justice		3
CJ 4103 CJ 4104		Criminology 1, 2		6
CJ 4108 CJ 4109		Criminal Law and Procedure 1, 2		6
CJ 4110		Constitutional Law		3
CJ 4114 CJ 4115		Introduction to Law 1, 2		6
<hr/>				
Major Concentration Courses				
CJ 4301		American Correctional System		3
CJ 4302 CJ 4303		Correctional Administration 1, 2		6
CJ 4304		Jail Administration and Management		3
CJ 4311		Probation and Parole		3
CJ 4310		Community Corrections		3
<hr/>				
Electives				
Criminal justice and security electives				24
Open electives				35
Total Quarter Hours				174

*Students who anticipate using quantitative methods are advised to take the full Research Methods Sequence: SOC 4320, SOC 4331, and SOC 4333.

Policing Bachelor of Science Degree (Major Code 946)



Core Courses

			quarter hours
ENG 4100	ENG 4101	Critical Writing 1, 2	8
ENG 4102		Critical Writing Workshop	2
ECN 4115	ECN 4116	Economic Principles and Problems 1, 2, 3	9
HST 4101		The Civilization of the Ancient and Medieval Worlds	3
HST 4102		The Civilization of the Early Modern World	(3)
or		or	
HST 4103		The Civilization of the Modern World	(3)
HST 4203		American History Since 1917	3
MIS 4114		Introduction to PC Software	3
MTH 4110	MTH 4111	Contemporary Algebra 1, 2	6
PHL 4100		Philosophical Thinking	(3)
or		or	
PHL 4200		Logic	(3)
POL 4103		Introduction to Politics	3
POL 4104		Introduction to American Government	3
PSY 4110		Introduction to Psychology: Fundamental Issues	3
PSY 4111		Introduction to Psychology: Developmental Aspects	(3)
or		or	
PSY 4112		Introduction to Psychology: Personal Dynamics	(3)
SOC 4100		Roles, Culture, and the Individual	3
SOC 4101		Inequality and Institutions	(3)
or		or	
SOC 4102		Institutions and Social Change	(3)
SOC 4186		Social Control	3
SOC 4320		Statistics*	3
SOC 4331		Research Methods 1	3
Mathematics/science courses			6
CJ 4101		Administration of Criminal Justice	3
CJ 4103	CJ 4104	Criminology 1, 2	6
CJ 4108	CJ 4109	Criminal Law and Procedure 1, 2	6
CJ 4110		Constitutional Law	3
CJ 4114	CJ 4115	Introduction to Law 1, 2	6
Major Concentration Courses			
CJ 4201	CJ 4202	Criminal Investigation 1, 2	6
CJ 4207		Comparative Police Systems	3
CJ 4209	CJ 4210	Police Management 1, 2	6
CJ 4214		Police and Society	3

Electives

Criminal justice and security electives	24
Open electives	35

Total Quarter Hours

174

*Students who anticipate using quantitative methods are advised to take the full Research Methods Sequence: SOC 4320, SOC 4331, and SOC 4333.



Security Bachelor of Science Degree (Major Code 942)

Core Courses

				quarter hours
ENG 4100	ENG 4101		Critical Writing 1, 2	8
ENG 4102			Critical Writing Workshop	2
ECN 4115	ECN 4116	ECN 4117	Economic Principles and Problems 1, 2, 3	9
HST 4101			The Civilization of the Ancient and Medieval Worlds	3
HST 4102			The Civilization of the Modern World	(3)
or			or	
HST 4103			The Civilization of the Modern World	(3)
HST 4203			American History Since 1917	3
MIS 4114			Introduction to PC Software	3
MTH 4110	MTH 4111		Contemporary Algebra 1, 2	6
PHL 4100			Philosophical Thinking	(3)
or			or	
PHL 4200			Logic	(3)
POL 4103			Introduction to Politics	3
POL 4104			Introduction to American Government	3
PSY 4110			Introduction to Psychology: Fundamental Issues	3
PSY 4111			Introduction to Psychology: Developmental Aspects	(3)
or			or	
PSY 4112			Introduction to Psychology: Personal Dynamics	(3)
SOC 4100			Roles, Culture, and the Individual	3
SOC 4101			Inequality and Institutions	(3)
or			or	
SOC 4102			Institutions and Social Change	(3)
SOC 4186			Social Control	3
SOC 4320			Statistics*	3
SOC 4331			Research Methods 1	3
Mathematics/science courses				6
CJ 4101			Administration of Criminal Justice	3
CJ 4103	CJ 4104		Criminology 1, 2	6
CJ 4108	CJ 4109		Criminal Law and Procedure 1, 2	6
CJ 4110			Constitutional Law	3
CJ 4114	CJ 4115		Introduction to Law 1, 2	6

Major Concentration Courses

CJ 4403		Introduction to Security	3
CJ 4406	CJ 4407	Security Administration 1, 2	6
CJ 4408		Legal Aspects of Security Management and Operations	3
CJ 4412		Computer Crime and Security	3

Electives

Criminal justice and security electives	27
Open electives	35

Total Quarter Hours

174

*Students who anticipate using quantitative methods are advised to take the full Research Methods Sequence: SOC 4320, SOC 4331, and SOC 4333.

Health Professions and Sciences Degree Programs

Shirley M. Russo, Ph.D.
Assistant Dean and Director,
Health Professions and Sciences Programs

266 Ryder Hall
617-373-5796, 617-373-2825 (TTY)

Program Directors and Coordinators

Program directors, consultants, and the Director of Health Professions and Sciences Programs have overall responsibility for the academic quality of the health and sciences programs in their areas of specialty. *The program directors and consultants serve as the primary academic advisors for students in their programs.*

Health Professions

EMS: Paramedic Technology
Program Director: David Rayne
(University College) (617-238-8400)

HIA: Health Information Administration
Program Director: Annalee Collins, M.Ed., RRA
(University College) (617-373-2525)

HMG: Health Management
Consultant: Joseph McNabb, M.A.
(Labouré College) (617-296-8300, ext. 4022)

HSC: Health Science
Consultant: Nancy Warner, M.S.
(Bouvé College of Pharmacy
and Health Sciences) (617-373-3320)

MLS: Medical Laboratory Science
Program Director: Barbara Martin, M.P.H.
(Bouvé College of Pharmacy and Health
Sciences)
(617-373-3664)

NUR: Nursing
Consultant: Anne Bateman, Ph.D.
(College of Nursing) (617-373-5796)

RAD: Radiologic Technology
Director: Valerie Lamb, R.T.R., B.S.
(University College) (617-373-2818)
Assistant Director: Maryanne Atkinson,
B.S.N., R.T.R. (University College)
(617-373-2818)

Sciences

BIO: Biology
Consultant: Fred A. Rosenberg, Ph.D.
(College of Arts and Sciences) (617-373-4042)
Biology Coordinator: Adrian Gilbert, M.S.
Biology Laboratory Coordinator:
Kevin Mautte, M.S. (617-373-2260)
Biology Laboratory Preparators:
Microbiology: Peter Alachi, M.S. (617-373-2260)
General Biology: Sharon Guzik, B.A.
(617-373-2260)
Anatomy and Physiology: Judy Pariseau, B.S.
(617-373-2260)

BIO: Biotechnology
Consultant: John Monahan, Ph.D.
(Chiron Diagnostics Corporation)
(508-660-2066, between 7:00-9:00 p.m.)

CHM: Chemistry
Consultant: William M. Reiff, Ph.D. (College of
Arts and Sciences) (617-373-2381)
Assistant Coordinator: Jean Cathron (College of
Arts and Sciences) (617-373-2824)
Chemistry Laboratory Preparators:
Chemistry Principles: Edward Witten, Ph.D.
(617-373-2822)
Organic Chemistry: Noralie Barnett, B.S.
(617-373-2822)

ESC: Earth Science
Consultant: Bruce Mellin, M.S.
(Brooks School) (508-686-6101, ext. 3352)

MTH: Mathematics
Consultant: Francis X. Finigan, M.Ed.
(Educational Consultant) (617-484-8496)

Purpose

University College offers part-time and full-time programs in allied health and science to prepare students for advancement and service in hospitals, health agencies, research facilities, environmental and biotechnology industries.

The associate's and bachelor's degree programs are designed to provide both professional specialization and general education goals. Programs meet the standards of the appropriate accrediting body and/or of licensing or registration boards, where such exist.

Clinical Assignments

Clinical assignments are generally available for students whose programs require applied study in a clinical setting. Clinical practice is conducted at hospitals or other health agencies in the Greater Boston area. Positions in applied clinical studies are often offered on a first-come, first-served basis. Arrangements should be made with the program's clinical coordinator as far in advance as possible.

Most clinicals require liability insurance and a health clearance. Students should check with the clinical coordinator of the program for exact details.

Students who accept clinical assignments in health facilities are expected to adhere to the requirements of the facilities, which are outside University control.

Special Studies

University College offers a variety of Special Studies. These courses give students an opportunity to earn credits in Advanced Tutorials, Independent Studies, Honors Programs, and Field Work. Consult descriptions on pages 28-29. **Students should be aware that special criteria exist for certain courses; therefore, the course description should be consulted.**

Certificates and Special Programs

University College offers a variety of certificates as well as special programs for certification preparation and graduate school preparation. Students can choose a certificate program to learn new skills or enhance skills they already have. If the student wishes to continue, many certificates are transferable into related degree programs. University College Health Professions and Sciences courses often serve as gateways to the most desirable graduate schools, such as: schools of medicine, osteopathy, dentistry, podiatry, or optometry. In addition, some of these courses serve as background preparation for graduate and undergraduate programs in physical therapy; speech-language pathology and audiology; and dental hygiene. **Please note:** taking these courses does not guarantee acceptance into specific graduate schools. Health professional certificates and special programs are listed below:

Cancer Data Management	page 113
Dental Hygiene Preparation	page 62
Emergency Medical Technician/Basic	page 57
Health Information Administration Post-Baccalaureate	page 112
Medical/Dental School Preparation	page 63
Paramedic Technology	page 122
Phlebotomy Certification Preparation	page 58
Physical Therapy Preparation	page 64
Speech-Language Pathology and Audiology	
Pre-Professional Preparation	page 64
Teacher Preparation in Health Education	page 61

Bachelor's Degree in Biological Science offers Professional Opportunities

In offering this baccalaureate degree program in Biological Science, University College recognizes the critical role that a modern biology major can play in preparing students for several distinguished professions. The program provides both a broad spectrum of biology courses and a firm foundation in the liberal arts and sciences. The balanced and comprehensive curriculum gives the students the background valued by medical, dental and veterinary schools, and medical and biology research and technology laboratories. This program would also be useful to those who desire to prepare for careers teaching science in secondary schools.

Biological Science Bachelor of Science Degree (Major Code 818)



Core Courses

			quarter hours	
ENG 4100	ENG 4101	Critical Writing 1, 2	8	
ENG 4102		Critical Writing Workshop	2	
MTH 4110	MTH 4111	MTH 4112	Contemporary Algebra 1, 2, 3	9
PSY or	SOC electives		Psychology or Sociology	9
COM 4101			Foundations of Computer Literacy	4
LN or	MIS Language		Modern Language or	
			Computer Language	8 or 9
Economics (ECN) <i>Courses of your choice</i>				9
History (HST) <i>Courses of your choice</i>				9

Major Concentration Courses

BIO 4107/BIO 4110	Biology 1/Lab for Biology 1	3/1
BIO 4108/BIO 4111	Biology 2/Lab for Biology 2	3/1
BIO 4109/BIO 4112	Biology 3/Lab for Biology 3	3/1

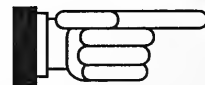
BIO 4161/BIO 4165	Human Anatomy and Physiology 1/Lab for Human Anatomy and Physiology 1	3/1
BIO 4162/BIO 4166	Human Anatomy and Physiology 2/Lab for Human Anatomy and Physiology 2	3/1

BIO 4207/BIO 4210	Microbiology 1/Lab for Microbiology 1	2/1
BIO 4208/BIO 4211	Microbiology 2/Lab for Microbiology 2	2/1

BIO 4224 BIO 4225	Ecology 1, 2	6
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BIO 4235 BIO 4236	Genetics 1, 2	6
BIO 4237	Genetics Laboratory	2

BIO 4246 BIO 4247	Cell Biology 1, 2	6
BIO 4248	Cell Biology Laboratory	2



CHM 4133/CHM 4140	Chemical Principles 1/Lab for Chemical Principles 1	3/1
CHM 4134/CHM 4141	Chemical Principles 2/Lab for Chemical Principles 2	3/1
CHM 4135/CHM 4142	Chemical Principles 3/Lab for Chemical Principles 3	3/1

CHM 4233/CHM 4237	Analytical Chemistry*/Lab for Analytical Chemistry*	3/1
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CHM 4251/CHM 4254	Organic Chemistry 1/Lab for Organic Chemistry 1	3/1
CHM 4252/CHM 4255	Organic Chemistry 2/Lab for Organic Chemistry 2	3/1

MTH 4130 MTH 4131	Fundamentals of Calculus 1, 2	6
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MTH 4132	Fundamentals of Calculus 3	(3)
or	or	
ECN 4250	Statistics 1	(3)

PHY 4117/PHY 4196	Physics 1/Lab for Physics 1	4/1
PHY 4118/PHY 4197	Physics 2/Lab for Physics 2	4/1
PHY 4119/PHY 4198	Physics 3/Lab for Physics 3	4/1

Biological Science electives (*Choose 15 q.h. of any BIO courses except BIO 4215/4217 and BIO 4216/4218. Registration restricted to paramedic students.*)

Electives as needed to complete credits

Total Quarter Hours **174**

*Summer Quarter only.

Biotechnology

Associate in Science Degree

The associate in science degree program in Biotechnology helps provide a strong science foundation required for entry level employment opportunities in biotechnology. Positions can be found both in the laboratory and in manufacturing. Employment opportunities exist in biomedical and clinical labs as well as in the biotechnology industry.

Bachelor of Science Degree

The bachelor of science degree program in Biotechnology integrates theoretical and laboratory courses from the fields of biology and chemistry. The program is designed to help prepare students for careers in the biotechnology industry or other related fields. Employment opportunities may be found in biotechnology, biomedical, pharmaceutical, veterinary or agricultural laboratories.

Biotechnology Associate in Science Degree (Major Code 812)

Core Courses

	quarter hours
ENG 4100 ENG 4101 Critical Writing 1, 2	8
ENG 4102 Critical Writing Workshop	2
MTH 4110 MTH 4111 MTH 4112 Contemporary Algebra 1, 2, 3	9
COM 4101 Foundations of Computer Literacy	4

Science Concentration Courses

BIO 4107/BIO 4110	Biology 1/Lab for Biology 1	3/1
BIO 4108/BIO 4111	Biology 2/Lab for Biology 2	3/1
BIO 4109/BIO 4112	Biology 3/Lab for Biology 3	3/1

BIO 4207/BIO 4210	Microbiology 1/Lab for Microbiology 1	2/1
BIO 4208/BIO 4211	Microbiology 2/Lab for Microbiology 2	2/1
BIO 4209/BIO 4212	Microbiology 3/Lab for Microbiology 3	2/1

BIO 4235 BIO 4236 BIO 4237	Genetics 1, 2, and Lab	8
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CHM 4133/CHM 4140	Chemical Principles 1/Lab for Chemical Principles 1	3/1
CHM 4134/CHM 4141	Chemical Principles 2/Lab for Chemical Principles 2	3/1
CHM 4135/CHM 4142	Chemical Principles 3/Lab for Chemical Principles 3	3/1

Biotechnology Major Concentration

BIO 4455	Introduction to Biotechnology	3
BIO 4300	Computer Applications in Science	3
BIO 4513	Production Regulatory Affairs, cGMP and ISO 9000	3

Open Electives	14
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Total Quarter Hours	87
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Biotechnology Bachelor of Science Degree (Major Code 813)



Core Courses

ENG 4100	ENG 4101	Critical Writing 1, 2	8	
ENG 4102		Critical Writing Workshop	2	
MTH 4110	MTH 4111	MTH 4112	Contemporary Algebra 1, 2, 3	9
MTH 4520			Critical Thinking for Research	3
COM 4101			Foundations of Computer Literacy	4
Humanities (AFR 4151, ART, ASL, CMN, ENG, JRN, LN, MUS, PHL, TCC, THE)				9
Social Sciences (AFR 4131, 4132, 4193, ECN, HST, INT 4200, POL, PSY, SOA, SOC)				9

Science Concentration Courses

BIO 4107/BIO 4110	Biology 1/Lab for Biology 1	3/1
BIO 4108/BIO 4111	Biology 2/Lab for Biology 2	3/1
BIO 4109/BIO 4112	Biology 3/Lab for Biology 3	3/1

CHM 4133/CHM 4140	Chemical Principles 1/Lab for Chemical Principles 1	3/1
CHM 4134/CHM 4141	Chemical Principles 2/Lab for Chemical Principles 2	3/1
CHM 4135/CHM 4142	Chemical Principles 3/Lab for Chemical Principles 3	3/1

BIO 4207/BIO 4210	Microbiology 1/Lab for Microbiology 1	2/1
BIO 4208/BIO 4211	Microbiology 2/Lab for Microbiology 2	2/1
BIO 4209/BIO 4212	Microbiology 3/Lab for Microbiology 3	2/1

BIO 4235	BIO 4236	BIO 4237	Genetics 1, 2, and Lab	8
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CHM 4230/CHM 4234	Analytical Chemistry 1/Lab for Analytical Chemistry 1	2/1
CHM 4231/CHM 4235	Analytical Chemistry 2/Lab for Analytical Chemistry 2	2/1
CHM 4232/CHM 4236	Analytical Chemistry 3/Lab for Analytical Chemistry 3	2/1

CHM 4251/CHM 4254	Organic Chemistry 1/Lab for Organic Chemistry 1	3/1
CHM 4252/CHM 4255	Organic Chemistry 2/Lab for Organic Chemistry 2	3/1
CHM 4253/CHM 4256	Organic Chemistry 3/Lab for Organic Chemistry 3	3/1

CHM 4321	CHM 4322	CHM 4323	Biochemistry 1, 2, 3	9
PHY 4101	PHY 4102		College Physics 1, 2	8



Biotechnology Major Concentration

BIO 4455	Introduction to Biotechnology	3
BIO 4461	Immunology	3
BIO 4300	Computer Applications in Science	3
BIO 4513	Production Regulatory Affairs, cGMP and ISO 9000	3
BIO 4514	R & D Regulatory Affairs, GLP and Clinical Trials	3
TCC 4337	Writing for the Biotechnology Industry	3
Biotechnology Specializations (<i>Choose 21 q.h from one option below</i>)		21

Biotechnology Specializations**Option 1: Cell & Tissue Culture Specialization** (*Choose 21 q.h.*)

BIO 4161/BIO 4165	Human Anatomy and Physiology 1/ Lab for Human Anatomy and Physiology 1	3/1
BIO 4246 BIO 4247	Cell Biology 1, 2	6
BIO 4268	Cell Biology Laboratory	2
BIO 4515/4519	Bioreactors and Fermentation/Lab for Bioreactors & Fermentation	3/1
BIO 4260	Cell, Tissue, and Organ Culture	3

BIO 4387/BIO 4391	Histology 1/Lab for Histology 1	2/1
BIO 4388/BIO 4392	Histology 2/Lab for Histology 2	2/1
BIO 4389/BIO 4393	Histology 3/Lab for Histology 3	2/1

BIO 4605	Principles of Light Microscopy and Histotech.	3
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Option 2: Biomolecular Specialization (*Choose 21 q.h.*)

BIO 4511	Introduction to Recombinant DNA	3
BIO 4612	Advanced Recombinant DNA	3
CHM 4321 CHM 4322 CHM 4323	Instrumental Analysis 1, 2, 3	9
BIO 4512/BIO 4515	Biomolecular Purification and Downstream Processing/Lab for Biomolecular Purification and Downstream Processing	3/1
BIO 4516/4520	Quality Control and Validation Issues/ Lab for Quality Control and Validation Issues	3/1
BIO 4510	Introduction to Immunodiagnostics	3

Option 3: Pharmaceutical Specialization (*Choose 21 q.h.*)

BIO 4161/BIO 4165	Human Anatomy and Physiology 1/ Lab for Human Anatomy and Physiology 1	3/1
BIO 4246 BIO 4247	Cell Biology 1, 2	6
BIO 4248	Cell Biology Laboratory	2
BIO 4425	Endocrinology	3
HSC 4220	Basic Pharmacology	3
HSC 4601	Advanced Pharmacology	3
BIO 4501	Development of New Vaccines	3
HSC 4301 HSC 4302	Pathophysiology 1 and 2	6

Open electives 12

Total Quarter Hours 174

Health Information Administration

The Health Information Administrator's varied responsibilities relate to information systems and include the organization, operation and management of health information services. Required skills for this profession include the ability to design health information and retrieval systems; develop, analyze and evaluate health records and indexes; work with medical and administrative staffs within health care facilities developing methods for evaluation of patient care; and conduct research projects using health information.

Health Information Administrators work in a variety of health care settings. About 75% are employed by hospitals and ambulatory care facilities as directors, assistant directors or supervisors of Health Information Departments. They are also employed by government agencies, insurance companies, law firms, and health information programs at colleges and universities. A growing number of Health Information Administrators work for computer companies that market health information software.

Students who successfully complete this program are eligible to take the national credential examination conducted by the American Health Information Management Association. Candidates who successfully complete this examination are known as Registered Record Administrators (RRA).

It is strongly urged that potential students schedule a personal interview with the HIA Program Director. Call 617-373-2525 to schedule an appointment.

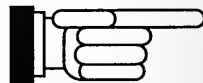
Professional Programs

The Health Information Program at University College offers a Bachelor's Degree Program and a Post-Baccalaureate Certificate Program and a Cancer Data Management Certificate Program. The HIA program is accredited by the Commission on Accreditation of Allied Health Education (CAAHEP) in cooperation with the American Health Information Management Association's Council on Accreditation. The Cancer Data Management Certificate Program is endorsed by the Committee of Formal Education of the National Cancer Registrar's Association (NCRA).

The Bachelor of Science Degree Program is designed for individuals who wish to obtain a degree in Health Information Administration. The Post-Baccalaureate Certificate Program is designed for those with a bachelor's degree in any area, who wish to redirect their careers. The Cancer Data Management Certificate Program offers a new and/or additional area of specialization for HIA professionals and other students interested in cancer demographics. Previous college credits obtained at another accredited college or university may be transferred into either program using a Transfer Credit Petition Form obtained from University College's Office of Academic and Student Affairs.

Each program may be completed on a part-time or full-time basis. Although students may begin either program at any time of the year, there are established suggested patterns of courses that begin in either the Summer or Fall quarters of each year. Prior to beginning any of these patterns, Post-Baccalaureate Certificate students must have completed the prerequisite coursework in statistics, anatomy and physiology and computer literacy. Details concerning prerequisite courses may be obtained from the HIA Program Director.

Specific courses designated (*) in the curricula of both programs require a grade of C or better. Only one professional course may be repeated. Students who receive a grade of D in more than one professional course will be withdrawn from the program. A quality-point average of 2.5 is essential in order to enter any of the three clinical courses. Post-Baccalaureate Certificate students must complete their program of study with at least a QPA of 2.5 in order to receive a certificate from University College. Degree and certificate students who successfully complete their programs of study are eligible to take the national credential examination.



Health Information Administration Bachelor of Science Degree (Major Code 864)



Core Courses

	quarter hours
ENG 4100 ENG 4101	Critical Writing 1, 2 8
ENG 4102	Critical Writing Workshop 2
MTH 4110 MTH 4111	Contemporary Algebra 1, 2 6

BIO 4107/BIO 4110	Biology 1/Lab for Biology 1	3/1
BIO 4108/BIO 4111	Biology 2/Lab for Biology 2	3/1
BIO 4109/BIO 4112	Biology 3/Lab for Biology 3	3/1

BIO 4161/BIO 4165	Human Anatomy and Physiology 1/Lab for Human Anatomy and Physiology 1	3/1
BIO 4162/BIO 4166	Human Anatomy and Physiology 2/Lab for Human Anatomy and Physiology 2	3/1
BIO 4163/BIO 4167	Human Anatomy and Physiology 3/Lab for Human Anatomy and Physiology 3	3/1

ECN 4115 ECN 4116 ECN 4117	Economic Principles and Problems 1, 2, 3	9
ECN 4250	Statistics 1	3

ECN 4251	Statistics 2	(3)
or	or	
HMG 4200	Health Science Statistics	(3)

Social Sciences courses of your choice (PSY, HST, SOC, POL) 24

Major Concentration Courses

COM 4101	Foundations of Computer Literacy††	4
HMG 4215	Health Law* ††	3
HMG 4301	Health Care Delivery Systems* ††	3
HMG 4400	Health Care Finance*	3
HMG 4411	Research for Managers*	3
HRM 4301	Organizational Behavior*	3
HRM 4310	Human Resource Management*	3
HSC 4301 HSC 4302	Pathophysiology 1, 2*	6

Professional Courses

HIA 4300	Medical Terminology*†	4
HIA 4315 HIA 4316	Health Information Administration 1, 2*	6
HIA 4328 HIA 4329	Nomenclature and Classification 1, 2*	6
HIA 4335 HIA 4336 HIA 4337	Clinical Practicum 1, 2, 3*∞	8
HIA 4400	Specialized Health Information Systems*	3
HIA 4415	Health Care Quality Management*	3
HIA 4330 HIA 4431	Health Information Management 1, 2*	6
HIA 4500	Health Information Computer Systems*	3
HIA 4520	Topics in Health Information Administration*	3
HIA 4530	Health Care Systems/Computerized Patient Record Systems*	3

General Electives as needed to complete total credits 22

Total Quarter Hours 174

*Students must obtain a grade of C or better in this course.

†A challenge examination is available for this course. Call 617-373-2525 for details.

††It is recommended that these courses be taken at the beginning of the student's course of study.

∞Liability insurance is required for these courses.

Health Information Administration Post-Baccalaureate Certificate (Major Code 868)



Prerequisite Coursework

1. One year of Anatomy and Physiology with Laboratory: grade of C or better.
Suggested courses: BIO 4161/BIO 4165, BIO 4162/BIO 4166, BIO 4163/BIO 4167
2. Introduction to Computers. Suggested course: COM 4101.
3. Descriptive Statistics. Suggested course: HMG 4200.

Core Courses

		quarter hours
HMG 4215	Health Law* ††	3
HMG 4301	Health Care Delivery Systems * ††	3
HMG 4400	Health Care Finance*	3
HMG 4411	Research for Managers*	3
HRM 4310	Human Resource Management*	3
HSC 4301 HSC 4302	Pathophysiology 1, 2*	6

Professional Courses

HIA 4300			Medical Terminology*†	4
HIA 4315 HIA 4316			Health Information Administration 1, 2*	6
HIA 4328 HIA 4329			Nomenclature and Classification 1, 2*	6
HIA 4335 HIA 4336 HIA 4337			Clinical Practicum 1, 2, 3*∞	8
HIA 4400			Specialized Health Information Systems*	3
HIA 4415			Health Care Quality Management*	3
HIA 4430 HIA 4431			Health Information Management 1, 2*	6
HIA 4500			Health Information Computer Systems*	3
HIA 4520			Topics in Health Information Administration*	3
HIA 4530			Health Care Systems/Computerized Patient Record Systems*	3

Total Quarter Hours

66

*Students must receive a C or better in this course.

†A challenge examination is available for this course. Call 617-373-2525 for details.

††It is recommended that these courses be taken at the beginning of the student's course of study.

∞Liability insurance is required for these courses.

Cancer Data Management Certificate (Major Code 878)



The Certificate Program in Cancer Data Management will prepare students to serve as cancer registrars and/or cancer data managers for healthcare facilities, data organizations and free standing cancer registries. Students will acquire the technical knowledge and skills necessary to maintain a cancer/disease data collection system that will be consistent with medical, administrative, ethical, legal and accreditation requirements of the healthcare delivery system.

Cancer registrars/data managers maintain, monitor, compile and report cancer and disease data for research, quality management, facility planning, and marketing. They are responsible for abstracting and coding clinical data using appropriate classification systems; obtaining long-term data; and analyzing health records according to standards set by various local, state and federal organizations and agencies. The registrar/data manager also participates in medical staff and institutional activities including quality management and research data collection and organization.

Cancer information including demographics, cancer identification, cancer staging, and cancer treatment has been reportable in all New England states since 1992.

The Cancer Data Management Certificate Program is endorsed by the Committee of Formal Education of the National Cancer Registrar's Association (NCRA) and the National Board for Certification for Registrars (NBCR). Students who complete the Cancer Data Management Certificate Program will be eligible to sit for the Certified Tumor Registry examination. To be eligible for the national examination, students must complete formal coursework required as part of the certificate program and have 120 hours work experience under the direction of a Certified Tumor Registrar.

Students interested in the Cancer Data Management Certificate Program should contact Annalee Collins, HIA Program Director (617) 373-2525 for additional information.

Core Courses

		quarter hours
COM 4101	Foundations of Computer Literacy	4

BIO 4161/BIO 4165	Human Anatomy and Physiology 1/Lab for Human Anatomy and Physiology 1	3/1
BIO 4162/BIO 4166	Human Anatomy and Physiology 2/Lab for Human Anatomy and Physiology 2	3/1
BIO 4163/BIO 4167	Human Anatomy and Physiology 3/Lab for Human Anatomy and Physiology 3	3/1

HSC 4301 HSC 4302	Pathophysiology 1, 2	6
HIA 4300	Medical Terminology	4

Major Concentration Courses

HIA 4900	Cancer Registry Organization and Operation	3
HIA 4910 HIA 4920	Cancer Registry Abstracting and Coding 1, 2	6
HIA 4930	Cancer Registry Data Utilization and Statistics	3

Total Quarter Hours		38
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Health Management

The health care industry is changing rapidly in response to increasing competition, rising costs, technological advances, the growth of alternative delivery systems, and an aging population.

University College's bachelor of science degree program in Health Management is intended for those who wish to prepare for entry into or advancement in managerial positions in the health care field.

The program combines professional competencies with a liberal arts education to help direct students toward either entry-level positions or positions of increasing responsibility in health services administration. The curriculum also provides a foundation for graduate studies in MBA and MHA programs.

Health Management Bachelor of Science Degree (Major Code 860)



Core Courses			quarter hours	
ENG 4100	ENG 4101	Critical Writing 1, 2	8	
ENG 4102		Critical Writing Workshop	2	
MTH 4110	MTH 4111	MTH 4112	Contemporary Algebra 1, 2, 3	9
ECN 4115	ECN 4116	ECN 4117	Economic Principles and Problems 1, 2, 3	9
SOC 4100			Roles, Culture, and the Individual	3
PHL 4165			Moral Problems in Medicine	3
POL 4103			Introduction to Politics	3
PSY 4110			Introduction to Psychology: Fundamental Issues	3
COM 4101			Foundations of Computer Literacy	4
Basic Major Concentration Courses				
ACC 4101	ACC 4102		Accounting Principles 1, 2	6
FI 4301			Principles of Finance	3
HMG 4100	HMG 4101		Managing Health Services Organizations 1, 2*	6
HMG 4301			Health Care Delivery Systems*	3
Advanced Major Concentration Courses				
HIA 4415			Health Care Quality Management	3
HMG 4200			Health Science Statistics	3
HMG 4215			Health Law	3
HMG 4325			Health Planning and Regulation	3
HMG 4390			The Patient's Impact on Decision-Making	3
HMG 4400	HMG 4401		Health Care Financial Management 1, 2	6
HMG 4411			Research for Managers	3
HMG 4440			Health Care Operations Management	3
HMG 4445	HMG 4446		Health Care Marketing and Communication 1, 2	6
HMG 4580			Information Processing in Health Care	3
HMG 4652	HMG 4653		Health Management Practicum 1**, 2**	8
HSC 4310			*Public Health 1	3
HMG 4620			Current Issues in Health Services Management	3

Professional Specialization

See Option 1, 2, 3, or 4 on next page

General Electives as needed to complete total credits†

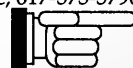
Total Quarter Hours

174

*It is strongly advised that students take these courses at the beginning of their studies.

**Students must have completed seventy-five percent of their degree requirements before taking these courses. Students must apply for each assignment no later than one full quarter prior to the desired starting date. Petition forms and detailed directions can be obtained by calling the Program Office, 617-373-5796.

†Up to 30 q.h. allowed in business subjects.



Professional Specialization Options

Students complete their course of study by electing one of the following options designed to meet their professional objectives.

Option 1: Continuing Care Administration

Licensure as a nursing home administrator requires an internship, a licensure examination, and a bachelor's degree. The required courses in this option help prepare students for the Massachusetts Licensure Examination. Students are advised, however, to contact the Board of Registration of Nursing Home Administrators for the specific eligibility requirements needed for this examination.

HMG 4600	HMG 4601	HMG 4602	Long-Term Care Administration (A, B, C)*	18
<i>Choose nine quarter hours from the following:</i> HMG, HSC, SOC				9

*This series of courses will be offered in the 1998-99 academic year. They will be offered next in academic year 2000-2001.

Option 2: Community Health Management

HMG 4310	HMG 4311	Principles and Practices of Community Health 1, 2	6
MLS 4341	MLS 4342	Epidemiology 1, 2	6
HSC 4311		Public Health 2	3
Choose 12 quarter hours from the following: HMG, HRM, HSC, MKT, SOC			12

Option 3: General Health Management

<i>Choose courses from HIA, HMG, HSC, MLS</i>				15
(Acceptable transfer courses may also be used in this option: EMS, NUR, RAD)				
<i>Choose courses from ECN, ENG, FI, HRM, MGT, POL</i>				12

Option 4: A.S. Transfer Option to Health Management B.S.

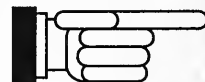
(Requires prior completion of the professional certification program.
Students may transfer their A.S. degree under this option.)

Paramedic Technology AS degree
Medical Laboratory Technician AS degree
Radiologic Technology AS degree

Health Science

With the rapidly changing health care industry and the steadily expanding awareness of the importance of health, many new and exciting opportunities exist for those interested in the health care field. The bachelor of science in Health Science program seeks to address the needs of both health professionals seeking a broad-based baccalaureate degree as well as those interested in investigating a variety of disciplines within health. For those who already possess training as health professionals, maximum transfer of professional coursework is possible. Those entering from other fields or investigating career options in health will find a curriculum which allows flexibility in choosing coursework towards a specific goal. A program of upper-level courses and advanced sciences allows the student flexibility in pursuing a variety of post baccalaureate options as well.

Students should be aware that in order to work in certain health professions, certification or licensure is required. Please refer to page 103 for names and telephone numbers of consultants in various health fields.



Health Science Bachelor of Science in Health Science Degree (Major Code 865)



Liberal Arts Core

ENG 4100	ENG 4101	Critical Writing 1, 2	quarter hours
ENG 4102		Critical Writing Workshop	8
			2

MTH 4110	MTH 4111	MTH 4112	Contemporary Algebra 1, 2, 3	9
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or

MTH 4107	College Algebra	4
MTH 4108	Precalculus	4
MTH 4120	Calculus 1	4
These courses are required for Option 2 and recommended for Option 4.		

COM 4101	Foundations of Computer Literacy	4
Liberal Arts courses of your choice (AFR, ART, ASL, CMN, ECN, ENG, HST, JRN, LN, MTH, MUS, PHL, POL, PSY, SOA, SOC, TCC, THE)		24

Science Major Concentration

BIO 4107/BIO 4110	Biology 1/Lab for Biology 1	3/1
BIO 4108/BIO 4111 or BIO 4109/BIO 4112	Biology 2 or 3/Lab for Biology 2 or 3	3/1

BIO 4161/BIO 4165	Human Anatomy and Physiology 1/Lab for Human Anatomy and Physiology 1	3/1
BIO 4162/BIO 4166	Human Anatomy and Physiology 2/Lab for Human Anatomy and Physiology 2	3/1
BIO 4163/BIO 4167	Human Anatomy and Physiology 3/Lab for Human Anatomy and Physiology 3	3/1

BIO 4207/BIO 4210	Microbiology 1/Lab for Microbiology 1	2/1
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CHM 4133/CHM 4140	Chemical Principles 1/Lab for Chemical Principles 1	3/1
CHM 4134/CHM 4141	Chemical Principles 2/Lab for Chemical Principles 2	3/1
CHM 4135/CHM 4142	Chemical Principles 3/Lab for Chemical Principles 3	3/1

Choose 12 quarter hours from the following:

BIO 4125 through BIO 4605	CHM 4230 through CHM 4383	
MTH 4121 through MTH 4132	PHY 4101 through PHY 4198	12

Health Major Concentration

HMG 4100	HMG 4101	Managing Health Services Organizations 1, 2	6
HMG 4301		Health Care Delivery Systems	3
HSC 4310		Public Health 1	3
MLS 4341		Epidemiology 1	3
HMG 4200		Health Science Statistics	3
HMG 4215		Health Law	3
HSC 4301	HSC 4302	Pathophysiology 1, 2	6
HSC 4320	HSC 4321	Training and Development in the Health Professions 1, 2	6



Professional Specialization Options

Option 1: Comprehensive Health Science

Choose courses from HSC

16

Choose courses from HSC, HMG, HIA, MLS

16

(Acceptable transfer courses that may be used in this option: EMS, NUR, RAD)

Note: Some courses may only be open to students admitted to respective program.

Option 2: Environmental Health and Safety Specialization

Required

HSC 4315	Environmental Problems and Health	3
HSC 4350	Introduction to Environmental Health and Safety	3
HSC 4352	Environmental Law	3
HSC 4354	Loss Prevention and Fire Safety	3
HSC 4401	Occupational Safety	3
HSC 4402	Health Hazards of Workplace Environments	3
HSC 4403	Environmental Compliance	3
HSC 4404	Hazardous Waste Management	3
HSC 4501	Industrial Toxicology	3

General Electives as needed to complete total credits, including the following recommended

Option 2 electives:

HSC 4502	Industrial Hygiene Measurements	3
HSC 4503	Engineering Control of Chemical Hazards in the Workplace	3
HSC 4504	Recognition and Control of Non-Chemical Hazards in the Workplace	3

Option 3: A.S. Transfer to Health Science B.S.

(Requires prior completion of the professional certification program. Students may transfer their completed A.S. degree.)

Paramedic Technology A.S. degree

Medical Laboratory Technician A.S. degree

Radiologic Technology A.S. degree

Option 4: Medical Specialty Preparation to Health Science B.S.

Students completing admission requirements for Medical/Dental/Nursing School, Pharmacy School, Physician Assistant Programs, or Speech-Language Pathology and Audiology Pre-professional Preparation may transfer these credits toward a Health Science B.S.

General Electives as needed to complete total credits.

Recommended: CD 4102 *Career Decision Making* (1 q.h.) and/or CD 4103 *Exploring Career and Market Trends* (1 q.h.)

Total Quarter Hours

174

Medical Laboratory Science

Medical laboratory science (MLS) is concerned with laboratory examination of material necessary for monitoring health and for diagnosing and treating illness. Medical laboratory technicians and technologists work in a variety of specialized fields such as microbiology, blood banking, hematology immunology, or clinical chemistry, or as generalists in all of these areas.

The medical laboratory technician holding an associate's degree, works under the direct supervision of a medical technologist and performs common medical laboratory tests. The medical technologist, who must have a bachelor's degree, is considered qualified to perform tests with little or no direct supervision. Students interested in progressing past a technician level in Medical Laboratory Science should investigate the Bouvé College of Pharmacy and Health Sciences' full-time day bachelor's degree program or University College's part-time evening Bachelor of Science in Health Science program. It is imperative that students meet and plan out their coursework with the Medical Laboratory Science Program Director (617-373-3664) prior to beginning work in this major. This will assure appropriate course selection in order to qualify for clinical certification(s). With additional education or experience, medical technologists can become educators, researchers, or supervisors. They may serve as sales and technical representatives for scientific supply and equipment companies or serve in government positions.

The associate's degree program is conducted in affiliation with Boston-area hospitals and is accredited by the Committee of Allied Health Education and Accreditation of the American Medical Association. Upon successful completion of the associate's degree program, the student is eligible to take a national certification examination given by the National Certification Agency for Medical Laboratory Personnel or the Board of Registry of the American Society of Clinical Pathologists.

The basic courses in medical laboratory science, science, and education are offered evenings, but the advanced medical laboratory science courses and the clinical experience are offered full-time during the day only.

Associate's Degree Professional Requirements

A clinical applied study program (or appropriate work experience) is required for this degree. Work experience is acceptable if it meets the requirements for certification of either the National Certification Agency for Medical Laboratory Personnel or the Board of Registry of the American Society of Clinical Pathologists. Students without appropriate work experience can apply for clinical applied studies through the University College MLS Program Director, 206 Mugar, 617-373-3664. **This should be done one year in advance of the anticipated entry into clinical courses.**

To meet this program's residency requirement, the student must complete 12 quarter hours of MLS coursework at Northeastern University. Prerequisites for clinical applied studies are a minimum of a 2.0 quality-point average in the required courses and a C- or better in each medical laboratory science (MLS) course. These basic courses are available during the evening and on an every-other-year basis through the Bouvé College of Pharmacy and Health Sciences. Students register for these courses in the Bouvé College of Pharmacy and Health Sciences, 206 Mugar. Tuition is at a special rate. These courses should be completed within three years of applying to the AD-MLT Clinical Applied Studies.





Medical Laboratory Science--Medical Laboratory Technician Associate in Science Degree (Major Code 800)

Core Courses

	quarter hours
ENG 4100 ENG 4101	Critical Writing 1, 2 8
ENG 4102	Critical Writing Workshop 2
MTH 4107 MTH 4108	College Algebra, Precalculus 8
COM 4101	Foundations of Computer Literacy 4

BIO 4107/BIO 4110	Biology 1/Lab for Biology 1	3/1
BIO 4109/BIO 4112	Biology 3/Lab for Biology 3	3/1

BIO 4161/BIO 4165	Human Anatomy and Physiology 1/Lab for Human Anatomy and Physiology 1	3/1
BIO 4162/BIO 4166	Human Anatomy and Physiology 2/Lab for Human Anatomy and Physiology 2	3/1
BIO 4163/BIO 4167	Human Anatomy and Physiology 3/Lab for Human Anatomy and Physiology 3	3/1

CHM 4133/CHM 4140	Chemical Principles 1/Lab for Chemical Principles 1	3/1
CHM 4134/CHM 4141	Chemical Principles 2/Lab for Chemical Principles 2	3/1
CHM 4135/CHM 4142	Chemical Principles 3/Lab for Chemical Principles 3	3/1

Major Concentration Courses*

MLS 4301	Medical Laboratory Science Orientation	2
MLS 1104	Laboratory Techniques†	3
MLS 1112/MLS 1212	Renal Physiology/Urinalysis/Lab for Renal Physiology/Urinalysis†	2/1
MLS 1172	Immunology†	2
MLS 1125/MLS 1225	Hematology/Lab for Hematology	4/1
MLS 1145/MLS 1245	Microbiology†/Lab for Microbiology	4/1
MLS 1132/MLS 1232	Immunohematology†/Lab for Immunohematology†	3/1
MLS 1152/MLS 1252	Clinical Chemistry and Instrumentation†/Lab for Clinical Chemistry†	4/1
MLS 1412	MLT Special Topics†	2
MLS 1423	MLT Hematology Applied Study†	2
MLS 1432	MLT Immunohematology Applied Study†	2
MLS 1442	MLT Microbiology Applied Study†	2
MLS 1452	MLT Clinical Chemistry Applied Study†	2
MLS 1480	MLT Seminar 1†	2

Total Quarter Hours 95

*Challenge examinations are available for many of the major concentration courses. Those working in the field may want to investigate this option by speaking with the program director at 617-373-3664.

†Tuition for this course is at a special rate. Call 617-373-3664 to register.

Nursing (RN-BSN Study Option, Evening Section)

The College of Nursing's Bachelor of Science degree in Nursing, accredited by the National League for Nursing, is offered to Registered Nurses as a part-time curriculum schedule through University College. This study option enables Registered Nurses with preparation at the diploma or associate's degree level to attain a baccalaureate degree in Nursing. Consistent with the philosophy of the College of Nursing and its curriculum, this study option has a strong community focus with emphasis on the prevention of illness and the promotion of health. Candidates for admission to this study option are assessed on an individual basis culminating in a comprehensive review of their personal and professional growth through a portfolio developed in NUR 4403 *Professional Transitions in Nursing*, which is the first course experienced nurses take in the program. Part of the instructor's role in this course is to assist students in the preparation of the portfolio. At the conclusion of this assessment, coupled with review of previous nursing education, qualifying students will be granted advanced placement credit of 96 quarter hours. Nursing experience is required to develop a professional portfolio. RNs lacking experience will be admitted to the program but will complete other non-NUR degree requirements while gaining nursing experience through employment or volunteer work as a nurse. Registration in NUR 4403 is only open to experienced RNs. Other avenues of advanced placement are open to the RN-BSN student consistent with regular University College transfer credit and residence policies. Academic progression policies of the College of Nursing Baccalaureate program (students must attain a grade of 2.0 or better in each NUR course) also apply to this study option. Students must also maintain an overall q.p.a. of 2.0 or better to remain in good academic standing.

Admission Requirements and Procedures

Admission application packets are available from the Health Professions and Science Office, 266 Ryder Hall, or by calling 617-373-5796.

The following items are required for admission to this study option and should be forwarded to the Office of Academic and Student Affairs, University College, 180 Ryder Hall, Northeastern University, 360 Huntington Avenue, Boston, MA 02115:

- Completed RN-BSN Nursing Program Application.
- Official transcripts from basic nursing program.
- Official transcripts from all colleges/universities attended. (If college courses were completed while attending a diploma nursing program, an individual transcript from that college must be included.)
- Evidence of current state licensure as a Registered Nurse.
- Evidence of current CPR certification.*
- Evidence of current Professional Nurse Liability insurance.* (Students without liability insurance may contact the Health Professions and Science Office to arrange for coverage through Northeastern.)
- Health clearance:* (Health clearance is obtained from the Lane Health Center. Evidence of a tuberculin skin test within the previous twelve months and a hepatitis vaccine statement must be provided).

*These clearances and proofs must be updated annually with the Health Professions and Sciences Office. All admitted Nursing students will receive a reminder letter once a year asking for updated proof of CPR, insurance and health clearance.

Advising and Planning a Program of Study

Prospective students are encouraged to attend group information sessions in order to increase their awareness of College of Nursing and University College policies. These sessions cover course requirements, academic promotion policies, advanced placement procedures, and the process of petitioning for admission. To register for one of these sessions, call 617-373-5796.



Pre-admission and academic advising are available by calling the Office of Academic and Student Affairs at 617-373-2400 or TTY 617-373-2825 (for Deaf and hearing impaired only) for an appointment.

Prospective and current students may obtain a **preliminary** status report and transfer credit evaluation, detailing courses that are acceptable for transfer from other institutions as well as the remaining coursework to be completed by contacting the Office of Academic and Student Affairs, 617-373-2400 or TTY 617-373-2825. An **official** status report and transfer credit evaluation will be issued after review of the portfolio and previous nursing education in NUR 4403 *Professional Transitions in Nursing* and successful completion of the course.

To graduate, students must successfully complete each required course and all electives to total 174 q.h., with an overall q.p.a. of 2.0 or better. To be considered for graduation with honor, students must have completed at least 72 q.h. of credit at University College. Credit earned through transfer credit, examination or portfolio review is not considered toward honors designations.

Nursing (Evening Section) Bachelor of Science in Nursing (Major Code 809)



Please note: students must complete at least 45 q.h. in residence at University College.

Core Courses

Advanced standing credit for RN training and valid license with successful completion of the professional portfolio. These credits do not count toward residence requirement. quarter hours
96

ENG 4100 ENG 4101 Critical Writing 1, 2 8
(These English courses will normally be included in the 96 q.h. advanced standing credit package but if equivalent courses were not taken previously, they must be taken at U.C. and open electives will be reduced accordingly)

ENG 4102 Critical Writing Workshop 2

ECN 4250	ECN 4251	Statistics 1, 2	(6)
<i>or</i>		<i>or</i>	
ECN 4254		Statistics Intensive B	(6)

COM 4101 Foundations of Computer Literacy 4

HST elective Any history course 3

PHL elective* Any philosophy course 3

ECN 4130 Medical Economics 3

Major Concentration Courses**

NUR 4403 Professional Transitions in Nursing 4
(Nursing experience is required for this course. Students will prepare a portfolio in NUR 4403 and qualified students will then receive the 96 q.h. advanced standing credit package noted above.) (96)

NUR 4402 Health Assessment 4

NUR 4503 Nursing and the Community 7

NUR 4502 Introduction to Nursing Research 4

NUR 4508 Management and Leadership in Nursing 6

Electives

Humanities (AFR 4151, ART, ASL, CMN, ENG, JRN, LN, MUS, PHL, TCC, THE) 9

Open electives 22

Total Quarter Hours **174**

*PHL 4165 *Moral Problems in Medicine* is recommended.

**Students must submit a petition to enter each nursing course. Petitions must be submitted to the Health Professions and Sciences Office at least one full quarter in advance of registering. Health clearance, CPR certification and liability insurance must be up-to-date in order to register for NUR courses.

Paramedic Technology

University College provides the opportunity to earn a certificate as well as an associate's degree in Paramedic Technology. Major concentration areas involve the EMT-Paramedic's roles, responsibilities and the subject areas required by Massachusetts Department of Public Health regulations and national guidelines. These areas include: medical terminology, patient assessment and initial management, airway and ventilation, pathophysiology of shock, general pharmacology, trauma and burns, respiratory system, cardiovascular system, endocrine emergencies, nervous system, acute abdomen, genitourinary and reproductive systems, anaphylaxis, toxicology, alcoholism and drug abuse, infectious diseases, environmental injuries, geriatrics, pediatrics, obstetrics, gynecological and neonatal emergencies, behavioral emergencies, EMS systems, medical/legal considerations, communications, rescue, major incident response, and stress management.

Admissions requirements: completion and submission of an application form; high school diploma or equivalent; national, state or provincial certification as an Emergency Medical Technician; official high school and college transcripts; entrance examination; Admissions Committee interview; and physical examination.

Students who successfully complete the Paramedic Technology Certificate courses may continue with the liberal arts and computer courses necessary for an Associate in Science in Paramedic Technology Degree.

Whether or not students continue on to the associate level, all those certified in Paramedic Technology may apply for and take the National Registry of Emergency Medical Technicians Paramedic Certification Examination.

Paramedic Technology Associate in Science Degree (Major Code 874)



Major Concentration/Certificate Courses			quarter hours
EMS 4117	EMS 4118	EMS 4119	Emergency Medical Services 1, 2, 3, 4
EMS 4120			24
EMS 4121	EMS 4122		Emergency Medical Services 5, 6
EMS 4123			22
BIO 4215/BIO 4217			Emergency Medical Service 7
			3
			Human Anatomy and Physiology A/Lab for Human Anatomy and Physiology A
BIO 4216/BIO 4218			3/1
			Human Anatomy and Physiology B/Lab for Human Anatomy and Physiology B
			3/1
Liberal Arts and Computer Courses			
ENG 4100	ENG 4101		Critical Writing 1, 2
ENG 4102			8
MTH 4110	MTH 4111		Critical Writing Workshop
CMN 4101			2
			Contemporary Algebra 1, 2
			6
			Fundamentals of Human Communication
PSY 4110			3
			Introduction to Psychology: Fundamental Issues
PSY 4112			3
			Introduction to Psychology: Personal Dynamics
HST 4103			3
			The Civilization of the Modern World
LNS 4200			3
			Spanish for the Medical Professions
COM 4101			4
			Foundations of Computer Literacy
			4
Electives			3
Total Quarter Hours			96

Radiologic Technology Program

The Radiologic Technology Program at Northeastern University is the oldest program of its type in the nation. Building on its **rich tradition of strong academics and quality clinical experiences**, a transition is underway to *better respond* to the changes in the healthcare environment and the needs of today's non-traditional students. This traditionally full-time day program has been re-designed to make it **the only flexible radiography program in the region where students may complete all program requirements on either a part-time or full-time basis**. These options will give students the flexibility they need for family and work commitments while attending school. Fully accredited by the Joint Review Committee on Education in Radiologic Technology, this program is offered through the partnership of the University and several of the premier hospitals and healthcare organizations in greater Boston and eastern Massachusetts.

The Radiographer is a medical professional, skilled in the technical and patient care aspects of diagnostic radiology. Students in our program experience all aspects of medical radiography and gain limited experience in advanced imaging areas such as CT, MR, and interventional cardiovascular radiology as well as therapeutic applications of radiation. Students will also be introduced to other imaging modalities such as nuclear medicine and ultrasound. Students are mentored by faculty members who have achieved expertise in all aspects of radiology.

Upon successful completion of the program, graduates are eligible for certification by the American Registry of Radiologic Technologists as well as licensure as a Radiographer by the Commonwealth of Massachusetts. Because of the full scope of their education and specialized courses in sectional anatomy and angiography, our graduates are employed in all areas of medical radiography and many have begun their careers in the advanced modalities of CT, MRI, and interventional cardiovascular radiology.

Graduating with an Associate of Science degree, many candidates continue on in the Bachelor of Science degree programs in Health Science or Health Management.

Entrance Criteria for the Basic Program

In addition to the admission criteria listed below, we are seeking candidates who are looking for a high-tech, rewarding, and constantly evolving career in the demanding healthcare industry.

Admission criteria for candidates directly from high school

3 years of algebra	1 year of chemistry or physics
1 year of geometry	letter of recommendation from an instructor
1 year of biology	letter of recommendation from a guidance counselor

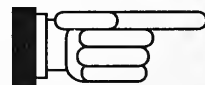
Admission criteria for candidates with college or life-experience

college level algebra	letter of recommendation from a college instructor or current employer
college level life sciences	

During this transitional phase, the application deadlines will be extended through the summer. Regular deadlines for financial aid must be met.

Interested candidates are encouraged to attend an orientation session or meet with one of the program directors. Appointments may be made by calling 617-373-2818. Class size is limited so candidates are encouraged to apply early.

In addition to the basic curriculum, the Radiologic Technology Program offers a number of courses of interest to practicing radiographers. Academic advisors are also available to assist radiographers in pursuing the associate of science or bachelor degree programs.



Radiologic Technology Associate in Science Degree (Major Codes 806/811)



Core Courses

	quarter hours
ENG 4100 ENG 4101	Critical Writing 1, 2 8
ENG 4102	Critical Writing Workshop 2
MTH 4110 MTH 4111	Contemporary Algebra 1, 2 6
BIO 4107/BIO 4110	Biology 1/Lab for Biology 1 3/1
BIO 4161/BIO 4165	Human Anatomy and Physiology 1/ Lab for Human Anatomy and Physiology 1 3/1
BIO 4162/BIO 4166	Human Anatomy and Physiology 2/Lab for Human Anatomy and Physiology 2 3/1
BIO 4163/BIO 4167	Human Anatomy and Physiology 3/Lab for Human Anatomy and Physiology 3 3/1
COM 4101	Foundations of Computer Literacy 4
HMG 4100	Managing Health Services Organizations 1 3
PSY 4110	Introduction to Psychology: Fundamental Issues 3

Major Concentration Courses (Only admitted students allowed to take RAD courses; must be passed with a C or better.)

RAD 4100 RAD 4101	Radiologic Technology Orientation 1, 2 6
RAD 4085 RAD 4086	Radiologic Science 1, 2 6
RAD 4104 RAD 4105	Principles of Radiology 1, 2 8
RAD 4106 RAD 4107	Radiologic Photography and Exposure 1, 2 8
RAD 4108 RAD 4109 RAD 4110	Radiology Practicum 1, 2, 3, 4 12
RAD 4111	Radiographic Lab 1, 2 0
RAD 4123 RAD 4124	Cross-Sectional Anatomy 3
RAD 4307	Advanced Radiologic Technology 1, 2 6
RAD 4300 RAD 4301	Radiation Protection—Radiobiology 3
RAD 4308	Contemporary Studies in Radiologic Technology 3
RAD 4302	

Total Quarter Hours

97

Part-Time Associate in Science Degree Program for Radiographers (Major Code 810)



Core Courses

	quarter hours
Transfer credit for completion of prerequisite*	50
ENG 4100 ENG 4101	Critical Writing 1, 2 8
ENG 4102	Critical Writing Workshop 2
MTH 4110 MTH 4111	Contemporary Algebra 1, 2 6
BIO 4107/BIO 4110	Biology 1/Lab for Biology 1 3/1
COM 4101	Foundations of Computer Literacy 4
HMG 4100	Managing Health Services Organizations 1 3
PSY 4110	Introduction to Psychology: Fundamental Issues (3)
or	or
PSY 4111	Introduction to Psychology: Developmental Aspects (3)

Major Concentration Courses

RAD 4307	Cross-Sectional Anatomy 3
RAD 4301	Advanced Radiologic Technology 2 3
RAD 4308	Radiation Protection—Radiobiology 3
RAD 4460	Medical Imaging Quality Assurance 3

Total Quarter Hours

92

*Prerequisite: Satisfactory completion of a certificate program in radiologic technology or registration by the American Registry of Radiologic Technologists.

Liberal Arts Degree Programs

Rose A. Doherty,
Assistant Dean, Director,
Liberal Arts Programs
266 Ryder Hall

Nancy Bandoian,
Assistant to the Director,
Liberal Arts Programs
617-373-2416, 373-2423; 373-4216 (TTY)

Program Consultants and Advisors

ART: Fine Arts and Graphic Design

Consultant: Prof. Peter Serenyi,
Dept. of Art and Architecture
(College of Arts and Sciences) (617-373-2347)
Associate Consultant and Program Advisor:
Daniel Vardaro (617-373-2416)

ASL: American Sign Language

Consultant/Program Advisor: TBA
ASL Program (College of Arts and Sciences)
(617-373-3064/TTY 617-373-3067)

CMN: Communication Studies

Consultant/Program Advisor:
Communication Studies Dept.
(College of Arts and Sciences) (617-373-5517)

ECN: Economics

Consultant: Prof. John Adams, Chair,
Economics Dept.
(College of Arts and Sciences) (617-373-2872)
Associate Consultant/Program Advisor:
Dr. Herbert J. Eskot (617-964-4718)

ED: Education

Consultant: Prof. Maurice Kaufman
Education Department
(College of Arts and Sciences) (617-373-3302)

ENG: English (Literature or Writing)

Consultant: Prof. M. X. Lesser,
English Dept.
(College of Arts and Sciences) (617-373-2416)
Associate Consultant, Business Writing:
Rosemarie Dittmer (617-373-2416)
Associate Consultant, Critical Writing:
Joseph DeRoche (617-373-2423)

HST: History

Consultant: Prof. Raymond H. Robinson,
History Dept. (College of Arts and Sciences)
Associate Consultant/Program Advisor:
Prof. Gerald H. Herman, History Dept.
(College of Arts and Sciences) (617-373-2660)

INT: Paralegal Studies

Consultant/Program Manager:
Marjorie A. Duffy (617-373-4111)

JRN: Journalism

Consultant/Program Advisor: Prof. Charles Fountain
(School of Journalism) (617-373-3236)

LN: Modern Languages

Consultant: Prof. Holbrook Robinson,
Modern Languages Dept.
(College of Arts and Sciences) (617-373-8881)

MUS: Music

Consultant: Prof. Joshua R. Jacobson,
Music Dept. (College of Arts and Sciences)
Associate Consultant/Program Advisor:
Marjorie Atlas, Music Dept.
(College of Arts and Sciences) (617-373-2440)

PHL: Philosophy and Religion

Consultant: Prof. Susan Setta,
Philosophy Dept.
(College of Arts and Sciences) (617-373-3636)

POL: Political Science

Consultant: Prof. L. Gerald Bursey,
Political Science Dept.
(College of Arts and Sciences) (617-373-2796)

PSY: Psychology

Consultant/Program Advisor:
Prof. Charles Karis, Psychology Dept.
(College of Arts and Sciences)
Associate Consultant:
Prof. Harold Zamansky, Psychology Dept.
(College of Arts and Sciences) (617-373-3076)

SOA: Sociology-Anthropology and

SOC: Sociology

Consultant: TBA
Sociology-Anthropology Dept.
(College of Arts and Sciences) (617-373-2686)

TCC: Technical Communications

Consultant/Program Advisor:
Neil F. Duane (President, Boston
Documentation Design) (617-659-7400)

THE: Theatre

Consultant: Prof. Don E. Lewis, Chair,
Theatre Dept.
(College of Arts and Sciences) (617-373-2244)

Purpose

Through the liberal arts curricula offered by University College, students are guided in their independent and creative discovery of ideas and methods in the areas of humanities, natural sciences, and social sciences.

University College believes that a liberal arts education enables students to make more intelligent and realistic appraisals of self and career. The Liberal Arts Programs at the college present students with both a challenge to bring meaning and focus to the educational experience and an opportunity to acquire marketable knowledge and skills.

Programs

University College offers bachelor of arts and bachelor of science degrees in American Sign Language-English interpreting, art, economics, English, history, political science, psychology, sociology-anthropology, and international politics, culture, and trade. Unlike the bachelor of science degree, the bachelor of arts degree includes a language requirement. Bachelor of science degrees are offered in graphic design and visual communication, in technical communications, and in the popular combined program Liberal Arts with Business Minor. In addition, degree programs in English, political science, and sociology-anthropology present professional concentrations designed to teach specialized skills.

Liberal Arts bachelor's degree candidates are permitted to earn up to 44 quarter hours of credit (25 percent of the credits toward a bachelor's degree) in business subjects. Students may be eligible for the minor in business administration, see page 127.

Bachelor's Degree in Liberal Studies

University College offers a bachelor of arts degree in liberal studies designed to help students develop communication, analytical, and research skills while exploring the great ideas of the ages as well as contemporary issues. The program's courses are grouped in four areas:

- *Communication and Critical Thinking*
- *Cultural Heritage*
- *Science, Research, and Quantitative Methods*
- *Contemporary Studies*.

The courses in each area are selected to provide students with a breadth of disciplinary perspectives.

Forty-five quarter hours of elective credits are permitted to allow students to take a certificate program or select individual courses in accordance with their personal and career interests.

Upon approaching completion of individual coursework in *Cultural Heritage*, students take an interdisciplinary seminar to integrate their learning experiences.

Associate in Science Degree

An associate in science degree program in arts and sciences is offered for those who want a general background in liberal arts but do not want to pursue a major field of concentration for the bachelor's degree. Students who do wish to go on to a bachelor's degree should check with an academic advisor to be sure that the courses they select for the A.S. degree will fit into their chosen bachelor's program.

The associate in science degree in Graphic Design and Visual Communication allows students to complete general education courses in communication, social sciences, and business in addition to courses related to the major. Students may build their academic career from the Computer Graphics certificate to the associate's degree to the bachelor's degree.

Minor in Business Administration

The Minor in Business Administration is available to all nonbusiness students at University College if they meet the following standards: 80 earned quarter hours, 2.0 q.p.a., and completion of all background courses. Nonbusiness students may find the minor attractive if they are considering pursuing an MBA or a career in business. The minor consists of 10 required courses, 4 background courses, and 2 electives. Students who wish to enter the program should speak with an advisor in the Office of Academic and Student Affairs upon successfully meeting the standards listed above. Students who complete all 12 required courses successfully and have earned at least a C (2.0) average in them will be awarded a minor in Business Administration at graduation.

Background courses:

ECN 4115 ECN 4116
MTH 4110 MTH 4111

Economic Principles and Problems 1, 2
Contemporary Algebra 1, 2

Required courses:

MGT 4101 MGT 4102
ACC 4101 ACC 4102
HRM 4301 HRM 4302
FI 4301 FI 4302
MKT 4301
MKT 4320

Introduction to Business and Management 1, 2
Accounting Principles 1, 2
Organizational Behavior 1, 2
Principles of Finance and Financial Management
Introduction to Marketing 1
Marketing Management

Electives:

Selection of one of the following four sets of courses (depending on student interest):

- | | | |
|--------------|----------|--------------------------------------|
| 1. MGT 4450 | MGT 4451 | Business Policy 1*, 2 |
| 2. MGT 4370 | | Entrepreneurship/Intrapreneurship |
| MGT 4371 | | Building a Profit Stream |
| 3A. MGT 4446 | | International Business Management |
| | | and Operations** |
| B. MGT 4455 | | Manager and Society** |
| 4A. OM 4404 | | Service Operations Management** |
| B. MGT 4410 | | Project Management Process: Planning |
| | | and Implementation** |

*Must have 130 q.h. to register.

**Must have 80 q.h. to register.

ACCEL

Fast-track for the Management BSBA, the Management Information Systems (MIS) BSBA, and Liberal Arts with a Business Minor

ACCEL, the premier accelerated program for adults in the Boston region, will enable students to speed up the study of their Management BSBA, MIS BSBA or Liberal Arts with Business Minor. If you have relevant transfer credit or take College Level Examination Program (CLEP) examinations in certain subjects, you can finish even faster.

The **ACCEL** program is very flexible. You can start the program at any point. This way, if you have completed an associate's degree program, have other transfer credit or can take CLEP examinations for certain subjects, you will have a head start, or a lighter course load in an academic quarter.

The program is offered on the Boston and Burlington campuses on Friday nights and Saturday mornings with the exception of the summer quarter when the schedule reverts to the Monday through Thursday evening format. Many of the courses in the program are offered at a reduced tuition rate.

Please call 617-373-2400 or TTY 617-373-2825 to request a brochure explaining the

ACCEL program.

Paralegal Professional Certificate Program

You can acquire a paralegal certificate from Northeastern University while earning 12 credits towards your University College degree. This certificate program covers real estate law, probate, corporate law, legal research, litigation, and ethics. Each of these subject areas is taught by an attorney/paralegal team. Attorneys teach legal theory, and paralegals lead workshop-type sessions giving you the skills that are applicable and relevant in a paralegal's work environment. The entire certificate program is completed in just one academic quarter and will count as 12 quarter hours of open elective credit toward your University College degree.

Paralegal classes meet two evenings per week and six Saturdays. Convenient locations include the Main Boston campus, Downtown, Dedham, Burlington, Plymouth, and Worcester. To qualify, University College students must have already earned at least 140 q.h., a 3.0 q.p.a., and complete the admissions process. This program is offered at a special tuition rate. For more information and entrance requirements, please call Marjorie Duffy, Program Manager, at 617-373-4111.

Certificate Programs

Students who seek specialized skills to advance their careers may choose from the following liberal arts certificate programs, which they may take independently or in conjunction with degree study:

- American Sign Language 40
- American Sign Language-English Interpreting 40
- Business Communication 42
- Computer Graphics 43
- Deaf Studies 47
- Gender and Family Studies 48
- International Business and Culture 49
- Paralegal Studies 128; 216
- Technical Writing 54
- Writing 55

Special Studies

University College offers a variety of Special Studies. These courses give students an opportunity to earn credits in Advanced Tutorials, Independent Studies, Honors Programs, and Field Work. Consult descriptions on pages 28-29.

Assessment of Prior Learning Program (APL)

Some students may petition for prior learning or life experience credit, in specified liberal arts, health, and business subjects. See page 32-33 for details. Credit cannot be awarded through APL when an appropriate examination is available through CLEP, PEP, or DANTES.

Associate's Degrees

See page 126.

Arts and Sciences Associate in Science Degree (Major Code 372)



Core Courses

	quarter hours
ENG 4100 ENG 4101	8
ENG 4102	2
Critical Writing 1, 2	
Critical Writing Workshop	

Major Concentration Courses

Humanities (AFR 4151, ART, ASL, CMN, ENG, JRN, LN, MUS, PHL, TCC, THE)	24
Math-Science (BIO, CHM, ESC, MTH, PHY)	18
Social Sciences (AFR 4131, AFR 4132, AFR 4193, ECN, HST, POL, PSY, SOA, SOC)	24

Electives*	11
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Total Quarter Hours	87
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*Recommended: INT 4200 *Workshop in Creativity* and CD 4100 *Managing Career Decisions*.

Graphic Design and Visual Communication Associate in Science Degree (Major Code 362)



Core Courses

	quarter hours
Communication	
ENG 4100 ENG 4101	8
ENG 4102	2
CMN 4101	
Fundamentals of Human Communication	3
PHL 4100	
Philosophical Thinking	3

Social Sciences

HST 4101	The Civilization of the Ancient and Medieval Worlds	3
One History course from the following:	(HST 4102, 4103, 4201, 4202, 4203, 4600 to 4646)	3
SOC 4100	Roles, Culture, and the Individual	3
One Sociology course from SOC 4101 to 4276.		3

Business

ACC 4101	Accounting Principles 1	3
MGT 4101	Introduction to Business and Management 1	3
MKT 4301	Introduction to Marketing 1	3

Major Concentration Courses

Art/Graphics

a) Required Core Courses

ART 4106	Introduction to Art	3
ART 4121	Principles of Drawing*	3
ART 4112	Visual Foundations: Two-Dimensional Design*	3
ART 4113	Visual Foundations: Three-Dimensional Design*	3
ART 4139	Visual Foundations: Color*	3



b) Other Required Courses

ART 4110	Modern Art	3
ART 4140	Graphic Communication and Production	3
ART 4141	Graphic Design 1*, 2*	6
ART 4143	Advertising Design*	3
ART 4151	Typography	3
ART 4175	History of Graphic Design	3
ART 4181	Introduction to Computer Graphics*	3
ART 4251	Portfolio Development*	3
ART 4367	Pictorial Imagery for the Graphic Designer*	3

Open Electives** 5

Total Quarter Hours 87

*3 1/2-hour studio.

**Recommended: INT 4200 *Workshop in Creativity*.

For bachelor's degree in Graphic Design and Visual Communication, see page 136.

Bachelor's Degrees

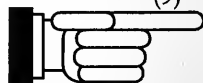
See page 126.

American Sign Language-English Interpreting Bachelor of Arts Degree (Major Code 353)



See page 25 for basic admissions requirements. In addition, candidates for the degree must complete the American Sign Language and Deaf Studies certificates and a screening procedure before entering the degree program. The screening will assess abilities in ASL and spoken English, knowledge of American Deaf culture and American mainstream culture, memory, and cognitive processing.

Core Courses		quarter hours	
ENG 4100	ENG 4101	Critical Writing 1, 2	8
ENG 4102		Critical Writing Workshop	2
Modern Language			
ASL 4101	ASL 4102	American Sign Language 1, 2	8
ASL 4201	ASL 4202	Intermediate American Sign Language 1, 2	8
ASL 4301	ASL 4302	Advanced Proficiency 1, 2	8
Humanities			18
including ENG 4501 Linguistics			(3)
Math/Science/Technology			18
including MTH 4110, MTH 4111 Contemporary Algebra 1, 2			(6)
COM 4101 Foundations of Computer Literacy			(4)
or			
MIS 4114 Introduction to PC Software			(3)
Social Science			18
including ASL 4412 American Deaf Culture			(3)
HST 4201, HST 4202, HST 4203 American History			(9)



Major Concentration Courses

ASL 4410			Linguistics of ASL	3
ASL 4415			Deaf Community Practicum	3
ASL 4600			Introduction to Interpreting	3
ASL 4601	ASL 4602	ASL 4603	American Sign Language-English Interpreting 1, 2, 3	12
ASL 4607			Interpreting Lab	4
ASL 4608			Practicum 1	4
ASL 4609			Contrastive Analysis for Interpreters	4
ASL 4610			Interpreters at Work	3
ASL 4612			Interpreter Role and Ethics	4
ASL 4411			Deaf History	(3)
or			or	
ASL 4413			ASL Literature	(3)
ASL 4604			Special Topics in Interpreting	3
ASL 4613			Practicum 2	4

Open Electives 36

Total Quarter Hours 174

Art Bachelor of Arts Degree (Major Code 326)



Core Courses	quarter hours
ENG 4100 ENG 4101	Critical Writing 1, 2 8
ENG 4102	Critical Writing Workshop 2
Modern Language	Conversational 12
	Intermediate 12
Math-Science (BIO, CHM, ESC, MTH, PHY)	18
Social Sciences (AFR 4131, AFR 4132, AFR 4193, ECN, HST, POL, PSY, SOA, SOC)	24

Major Concentration Courses**a) Required History Courses**

ART 4106	Introduction to Art	3
ART 4103	History of Art to 1400	3
ART 4104	History of Art since 1400	3
ART 4110	Modern Art	3

b) Required Studio Courses

ART 4121	Principles of Drawing*	3
ART 4112	Visual Foundations: Two-Dimensional Design*	3
ART 4113	Visual Foundations: Three-Dimensional Design*	3
ART 4139	Visual Foundations: Color*	3
ART 4181	Introduction to Computer Graphics*	3
ART 4191	3D CADD Applications*	3

Electives

Art	24
Open electives**†	44

Total Quarter Hours 174

*3 1/2-hour studio.

**Up to 44 q.h. allowed in business subjects.

†Recommended: INT 4200 *Workshop in Creativity* and CD 4100 *Managing Career Decisions* or the Minor in Business Administration (see page 127).

Art Bachelor of Science Degree (Major Code 326)



Core Courses

ENG 4100	ENG 4101	Critical Writing 1, 2	8
ENG 4102		Critical Writing Workshop	2
Math-Science (BIO, CHM, ESC, MTH, PHY)			18
Social Sciences (AFR 4131, AFR 4132, AFR 4193, ECN, HST, POL, PSY, SOA, SOC)			24

Major Concentration Courses

a) Required History Courses

ART 4106	Introduction to Art	3
ART 4103	History of Art to 1400	3
ART 4104	History of Art since 1400	3
ART 4110	Modern Art	3

b) Required Studio Courses

ART 4121	Principles of Drawing*	3
ART 4112	Visual Foundations: Two-Dimensional Design*	3
ART 4113	Visual Foundations: Three-Dimensional Design*	3
ART 4139	Visual Foundations: Color*	3
ART 4181	Introduction to Computer Graphics*	3
ART 4191	3D CADD Applications*	3

Electives

Art	24
Open electives**†	68

Total Quarter Hours

174

*3 1/2-hour studio.

**Up to 44 q.h. allowed in business subjects.

†Recommended: INT 4200 *Workshop in Creativity* and CD 4100 *Managing Career Decisions* or the Minor in Business Administration (see page 127).

Economics Bachelor of Arts Degree (Major Code 390)



Core Courses

ENG 4100	ENG 4101	Critical Writing 1, 2	8
ENG 4102		Critical Writing Workshop	2
MTH 4110	MTH 4111	Contemporary Algebra 1, 2	6
Modern Language		Conversational	12
		Intermediate	12
Humanities (AFR 4151, ART, ASL, CMN, ENG, JRN, LN, MUS, PHL, TCC, THE)			24
Math-Science (BIO, CHM, ESC, MTH, PHY)			12
Social Sciences (AFR 4131, AFR 4132, AFR 4193, HST, POL, PSY, SOA, SOC)			18

Major Concentration Courses

ECN 4115 ECN 4116 ECN 4117	Economic Principles & Problems 1, 2, 3	9
ECN 4137	History of Economic Thought	3
ECN 4215 ECN 4217	Macroeconomic Theory 1, 2	6
ECN 4216 ECN 4218	Microeconomic Theory 1, 2	6
ECN 4250 ECN 4251 ECN 4252	Statistics 1, 2, 3	9

Electives

Economics	24
Open electives*	23

Total Quarter Hours

174

*Recommended: CD 4100 *Managing Career Decisions* and INT 4200 *Workshop in Creativity*.

Economics Bachelor of Science Degree with Certificate in Finance (Major Code 390)



Core Courses

	quarter hours
ENG 4100 ENG 4101	8
ENG 4102	2
MTH 4110 MTH 4111	6
Social Sciences (AFR 4131, AFR 4132, AFR 4193, HST, POL, PSY, SOA, SOC)	12

Major Concentration Courses

ECN 4115 ECN 4116 ECN 4117	Economic Principles & Problems 1, 2, 3	9
ECN 4137	History of Economic Thought	3
ECN 4215 ECN 4217	Macroeconomic Theory 1, 2	6
ECN 4216 ECN 4218	Microeconomic Theory 1, 2	6
ECN 4250 ECN 4251 ECN 4252	Statistics 1, 2, 3	9

Finance Certificate Courses

ACC 4101 ACC 4102 ACC 4103	Accounting Principles 1, 2, 3	9
FI 4301	Principles of Finance	3
FI 4302	Financial Management	3
FI 4310	Investment Principles	3
FI 4320	Credit Principles	3
FI 4325	Budgeting and Planning	3

Electives

Economics	24
Liberal Arts	42
Open electives* †	23

Total Quarter Hours

174

*Up to 20 q.h. allowed in business subjects.

†Recommended: CD 4100 *Managing Career Decisions* and INT 4200 *Workshop in Creativity*.

English Bachelor of Arts Degree (Major Code 330)



Core Courses		quarter hours	
ENG 4100	ENG 4101	Critical Writing 1, 2	8
ENG 4102		Critical Writing Workshop	2
Modern Language		Conversational	12
		Intermediate	12
Math-Science (BIO, CHM, ESC, MTH, PHY)			18
Social Sciences (AFR 4131, AFR 4132, AFR 4193, ECN, HST, POL, PSY, SOA, SOC)			24
Major Concentration Courses			
ENG 4120		English Literature: Faith and Humanism	3
ENG 4121		English Literature: Reason and Romanticism	3
ENG 4122		English Literature: Victorians and Moderns	3
ENG 4123		Early American Literature: Faith, Reason, and Nature	3
ENG 4124		American Romantics and American Realists	3
ENG 4125		American Literature: The Modern Temper	3
ENG 4131		God, Gods, and Heroes: The Literature of the Ancient and Medieval Worlds	3
ENG 4132		Man, Reason, and Imagination: Literature from the Renaissance to the Romantic Age	3
ENG 4133		Order and Disorder: Literature of the Moderns	3
ENG 4349	ENG 4350	Expository and Persuasive Writing 1, 2	6
ENG 4352		Expository Communications	3
ENG 4604		Major Figure in Literature*	3
ENG 4658		Introduction to Shakespeare	(3)
or		or	
ENG 4659		Shakespeare: The Major Tragedies and Comedies	(3)

Choose one of two concentrations for twenty-seven quarter hours:

I. Literature

Select nine courses from the ENG 4200 or ENG 4600 series in the course descriptions on pages 194-197.

(27)

II. Writing

Choose six courses from the ENG 4300 or ENG 4500 series or ENG 4242, ENG 4243; and three courses from either the JRN or TCC courses. ENG 4380 and ENG 4381 are strongly suggested.

(27)

Electives

English (ENG 4200 and up)

9

Open electives**

17

Total Quarter Hours

174

*Course may be taken more than once, focusing on a different figure each time.

**Recommended: INT 4200 *Workshop in Creativity* and CD 4100 *Managing Career Decisions*.

English Bachelor of Science Degree (Major Code 330)



Core Courses

	quarter hours
ENG 4100 ENG 4101	8
ENG 4102	2
Math-Science (BIO, CHM, ESC, MTH, PHY)	18
Social Sciences (AFR 4131, AFR 4132, AFR 4193, ECN, HST, POL, PSY, SOA, SOC)	24

Major Concentration Courses

ENG 4120	English Literature: Faith and Humanism	3
ENG 4121	English Literature: Reason and Romanticism	3
ENG 4122	English Literature: Victorians and Moderns	3
ENG 4123	Early American Literature: Faith, Reason, and Nature	3
ENG 4124	American Romantics and American Realists	3
ENG 4125	American Literature: The Modern Temper	3
ENG 4131	God, Gods, and Heroes: The Literature of the Ancient and Medieval Worlds	3
ENG 4132	Man, Reason, and Imagination: Literature from the Renaissance to the Romantic Age	3
ENG 4133	Order and Disorder: Literature of the Moderns	3
ENG 4349 ENG 4350	Expository and Persuasive Writing 1, 2	6
ENG 4352	Expository Communications	3
ENG 4604	Major Figure in Literature*	3
ENG 4658	Introduction to Shakespeare	(3)
or	or	
ENG 4659	Shakespeare: The Major Tragedies and Comedies	(3)

Choose one of two concentrations for twenty-seven quarter hours:

I. Literature

Choose nine courses from the ENG 4200 or ENG 4600 series in the course descriptions on pages 194-197. (27)

II. Writing

Select six courses from the ENG 4300 or ENG 4500 series or ENG 4242, ENG 4243; and three courses from either the JRN or TCC courses. ENG 4380 and ENG 4381 are strongly suggested. (27)

Electives

English (ENG 4200 and up)	9
Open electives**	41

Total Quarter Hours 174

*Course may be taken more than once, focusing on a different figure each time.

**Recommended: INT 4200 *Workshop in Creativity* and CD 4100 *Managing Career Decisions* or the Minor in Business Administration (see page 127).

Graphic Design and Visual Communication Bachelor of Science Degree (Major Code 360)



Core Courses

Credits from associate's in science degree in graphic design and visual communication quarter hours
87

Business Communication and Research

ENG 4380	ENG 4381	Writing for the Professions 1, 2	6
CMN 4251		Business and Professional Speaking	3
ECN 4115		Economic Principles and Problems 1	3

Computer, Math, Science

MIS 4114			Introduction to PC Software	3
MTH 4110	MTH 4111	MTH 4112	Contemporary Algebra 1, 2, 3	9

Choose one of the following pairs:

BIO 4107	BIO 4108	Biology 1, 2	(6)
or		or	
CHM 4133	CHM 4134	Chemical Principles 1, 2	(6)
or		or	
ESC 4103		Introduction to the Earth Sciences: The Solid Earth	(3)
ESC 4104		Introduction to the Earth Sciences: Earth's Oceans and Atmosphere	(3)
or		or	
PHY 4101	PHY 4102	College Physics 1, 2**	(8)

Major Concentration Courses

ART 4160	Basic Photography*	3
ART 4183	Electronic Publishing Systems*	3
ART 4184	Presentation Graphics*	3
ART 4185	Creative Imaging: Custom Computer Design*	3
ART 4186	Computer Graphics Design Portfolio*	3
ART 4187	Advanced Computer Illustration*	3
ART 4188	Advanced Raster Graphics*	3
ART 4191	3D CADD Applications*	3
ART 4366	Promotional and Technical Publications: Design and Production*	3

Electives** 30

Total Quarter Hours

174-176

*3 1/2-hour studio or lab.

**Physics and additional courses in humanities are recommended, as well as INT 4200 *Workshop in Creativity*.

History Bachelor of Arts Degree (Major Code 323)



quarter hours

LIBERAL ARTS

Core Courses

ENG 4100	ENG 4101	Critical Writing 1, 2	8
ENG 4102		Critical Writing Workshop	2
Modern Language		Conversational	12
		Intermediate	12
MTH 4110	MTH 4111	Contemporary Algebra 1, 2	6
Humanities (AFR 4151, ART, ASL, CMN, ENG, JRN, LN, MUS, PHL, TCC, THE)			24
Math-Science (BIO, CHM, ESC, MTH, PHY)			12
Social Sciences (in three of the following areas: ECN, POL, PSY, SOA, SOC)			18

Major Concentration Courses

Introductory Courses

HST 4101	The Civilization of the Ancient and Medieval Worlds	3
HST 4102	The Civilization of the Early Modern World	3
HST 4103	The Civilization of the Modern World	3
HST 4201	American History 1763-1848	3
HST 4202	American History 1848-1917	3
HST 4203	American History Since 1917	3

Historical Skill Requirement

HST 4241	The Historian's Craft	3
HST 4265	Introduction to Public History	3

Regional Distribution

Choose one course from each of the following three regional groupings:

European: any course with a HST 44 prefix	3
American: any course with a HST 45 prefix	3
Other: any course with a HST 46 prefix	3

Thematic Distribution

Choose four courses from one of the following groups A-H, or if qualified, complete Group F, Honors (12 q.h.).

Group A: America's Ethnic Roots (AFR 4131, 4132, HST 4404, 4434, 4435, 4454, 4501, 4515, 4543, 4544, 4602, 4604, 4611, 4622, 4632, 4636)	(12)
Group B: America's Social and Economic History (HST 4263, 4509, 4518, 4530, 4531, 4532, 4533, 4534, 4535, 4536, 4537, 4540, 4541, 4542, 4544, 4546, 4547, 4548, 4549, 4563)	(12)
Group C: Contemporary History (HST 4250, 4417, 4424, 4425, 4445, 4455, 4460, 4461, 4466, 4468, 4470, 4473, 4507, 4508, 4509, 4510, 4511, 4512, 4513, 4515, 4518, 4523, 4530, 4531, 4532, 4533, 4534, 4535, 4536, 4537, 4546, 4547, 4548, 4549, 4551, 4561, 4602, 4603, 4604, 4606, 4611, 4622, 4623, 4624, 4632, 4636, 4640, 4643, 4644, 4645, 4646, 4825)	(12)
Group D: Technological History (HST 4270, 4301, 4302, 4303, 4304, 4305, 4535, 4536, 4537, 4643, 4644)	(12)
Group E: Women and Family History (HST 4263, 4305, 4416, 4434, 4435, 4515, 4540, 4542, 4640)	(12)
Group G: The Ancient and Medieval World (HST 4250, 4401, 4403, 4407, 4408, 4409, 4410, 4412, 4414, 4415, 4418, 4419, 4825)	
Group H: The Early Modern and Modern World (HST 4250, 4410, 4415, 4418, 4419, 4444, 4445, 4446, 4452, 4453, 4454, 4466, 4502, 4503, 4505, 4506, 4508, 4509, 4518, 4523, 4530, 4531, 4546, 4547, 4548, 4549, 4550, 4560, 4563, 4825)	

Electives* (preferably other than history) 35

Total Quarter Hours 174

*Recommended: CD 4100 *Managing Career Decisions* and INT 4200 *Workshop in Creativity*, or the Minor in Business Administration (see page 127).

History Bachelor of Science Degree (Major Code 323)



Core Courses

	quarter hours
ENG 4100 ENG 4101	Critical Writing 1, 2 8
ENG 4102	Critical Writing Workshop 2
MIS 4114	Introduction to PC Software 3
MIS 4115	Introduction to Computers and Information Systems 3
MTH 4110 MTH 4111	Contemporary Algebra 1, 2 6
SOC 4320	Statistics 3
SOC 4331	Research Methods 3
SOC 4333	Advanced Research Methods 3
Humanities (AFR 4151, ART, ASL, CMN, ENG, JRN, LN, MUS, PHL, TCC, THE)	24

Social Sciences

Choose two groups (three courses in each group) from the following:

ECN 4115 ECN 4116 ECN 4117	Economic Principles and Problems 1, 2, 3 (9)
or	or
POL 4103	Introduction to Politics (3)
POL 4104	Introduction to American Government (3)
POL 4105	Introduction to Comparative Politics (3)
or	or
PSY 4110	Introduction to Psychology: Fundamental Issues (3)
PSY 4111	Introduction to Psychology: Developmental Aspects (3)
PSY 4112	Introduction to Psychology: Personal Dynamics (3)
or	or
SOA 4100	Physical Anthropology (3)
SOA 4101	Cultural Anthropology: Kinship Societies (3)
SOA 4102	Cultural Anthropology: State Societies (3)
or	or
SOC 4100	Roles, Culture, and the Individual (3)
SOC 4101	Inequality and Institutions (3)
SOC 4102	Institutions and Social Change (3)

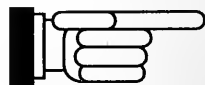
Major Concentration Courses

Introductory Courses

HST 4101	The Civilization of the Ancient and Medieval Worlds 3
HST 4102	The Civilization of the Early Modern World 3
HST 4103	The Civilization of the Modern World 3
HST 4201	American History 1764-1848 3
HST 4202	American History 1848-1917 3
HST 4203	American History Since 1917 3

Historical Skill Requirement

HST 4241	The Historian's Craft 3
HST 4263	Oral History 3
HST 4265	Introduction to Public History 3
HST 4821	Field Work in History (or related APL credit) 6



Regional Distribution

Choose one course from each of the following regional groupings:

European: any course with a HST 44 prefix	3
American: any course with a HST 45 prefix	3
Other: any course with a HST 46 prefix	3

Thematic Distribution

Choose four courses from one of the following groups A-H, or if qualified, complete Group F, Honors (12 q.h.).

Group A: America's Ethnic Roots (HST 4404, 4434, 4435, 4501, 4515, 4543, 4544, 4602, 4604, 4611, 4622, 4632, 4636)	(12)
Group B: America's Social and Economic History (HST 4509, 4518, 4530, 4531, 4532, 4533, 4534, 4535, 4536, 4537, 4540, 4541, 4542, 4544, 4546, 4547, 4548, 4549, 4563)	(12)
Group C: Contemporary History (HST 4250, 4417, 4424, 4425, 4445, 4455, 4460, 4461, 4466, 4468, 4470, 4473, 4507, 4508, 4509, 4510, 4511, 4512, 4513, 4515, 4518, 4523, 4530, 4531, 4532, 4533, 4534, 4535, 4536, 4537, 4546, 4547, 4548, 4549, 4551, 4561, 4563, 4602, 4603, 4604, 4606, 4611, 4622, 4623, 4624, 4632, 4636, 4640, 4643, 4644, 4645, 4646, 4825)	(12)
Group D: Technological History (HST 4270, 4301, 4302, 4303, 4304, 4305, 4535, 4536, 4537, 4643, 4644)	(12)
Group E: Women and Family History (HST 4305, 4434, 4435, 4515, 4540, 4542, 4640)	(12)
Group G: The Ancient and Medieval World (HST 4250, 4401, 4403, 4407, 4408, 4410, 4412, 4414, 4415, 4418, 4419, 4825)	
Group H: The Early Modern and Modern World (HST 4250, 4410, 4415, 4417, 4418, 4419, 4444, 4445, 4446, 4452, 4453, 4466, 4502, 4503, 4505, 4506, 4508, 4509, 4515, 4518, 4523, 4530, 4531, 4546, 4547, 4548, 4549, 4550, 4560, 4563, 4825)	

Electives (preferably other than history)*† 47

Total Quarter Hours 174

*Up to 44 q.h. allowed in business subjects.

†Recommended: CD 4100 *Managing Career Decisions* and INT 4200 *Workshop in Creativity*, or the Minor in Business Administration (see page 127).

International Politics, Culture, and Trade

The bachelor of arts in International Politics, Culture, and Trade helps provide the strong liberal arts and business foundation needed for employment in today's world where international and intercultural business is growing. Students will learn about international issues and develop sensitivity to other cultures through the coursework in politics and culture. Students will also develop their business acumen by completing courses related to international trade. The modern language requirement will give students the understanding of a culture that comes only with knowledge of the language. Employment opportunities are as varied as the growing international economy.

International Politics, Culture, and Trade Bachelor of Arts (Major Code 324)



Core Courses

			quarter hours
ENG 4100	ENG 4101	Critical Writing 1, 2	8
ENG 4102		Critical Writing Workshop	2
ENG 4380	ENG 4381	Writing for the Professions 1, 2	6
MTH 4110	MTH 4111	Contemporary Algebra 1, 2	6
PSY 4110		Introduction to Psychology: Fundamental Issues	3
PSY 4111		Introduction to Psychology: Developmental Aspects	3
PSY 4112		Introduction to Psychology: Personal Dynamics	3
ECN 4115	ECN 4116	Economic Principles and Problems 1, 2	6

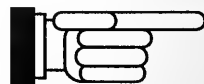
Core Courses--Liberal Arts

CMN 4235		Intercultural Communication	3
ECN 4250	ECN 4251	Statistics 1, 2	6
HST 4101		Civilization of the Ancient and Medieval Worlds	3
HST 4102		Civilization of the Early Modern World	3
HST 4103		Civilization of the Modern World	3
PHL 4100		Philosophical Thinking	3
PHL 4180		Business Ethics	(3)
or		or	
PHL 4200		Logic	(3)
or		or	
PHL 4110		Social and Political Philosophy	(3)
POL 4103		Introduction to Politics	3
POL 4105		Introduction to Comparative Politics	3
SOA 4325		Cultures of the World	3
SOC 4100		Roles, Culture, and the Individual	3
Modern Language		Conversational	12
		Intermediate	12

Core Courses--Business Administration

ACC 4101	ACC 4102	Accounting Principles 1, 2*	6
FI 4301		Principles of Finance*	3
FI 4302		Financial Management*	3
HRM 4301	HRM 4302	Organizational Behavior 1, 2*	6
MGT 4101	MGT 4102	Introduction to Business and Management 1, 2*	6

*Note: business courses may not exceed 44 q.h. total in the program, including electives.



MKT 4301	Introduction to Marketing 1*	3
MKT 4320	Marketing Management*	3
Politics Grouping (<i>Choose three courses</i>)		9
POL 4307	Politics of Health in International Development	
POL 4330	Comparative Politics	
POL 4331	International Relations	
POL 4332	International Organization	
POL 4333	International Law	
POL 4334	International Political Economy	
POL 4338 to POL 4367	International and Regional Politics	
Culture Grouping (<i>Choose three courses</i>)		9
HST 4400 or 4600 Series	International History	
LNF 4225	Culture of the European Economic Community	
LNJ 4225	Japanese Culture	
LNR 4225	Russian Culture and Society	
SOA 4434	Latin American Peoples and Cultures	
SOA 4431	African Peoples and Cultures	
SOC 4178	Cultural Diversity in the Workplace	
Trade Grouping (<i>Choose three courses</i>)		9
BL 4316	International Business Law*	
ECN 4334	Comparative Economic Systems	
ECN 4335	International Trade	
ECN 4336	International Monetary Economics	
FI 4450	International Finance*	
HRM 4345	Comparative International Labor Relations Systems*	
HRM 4347	Managing People in International Settings*	
MGT 4446	International Business Management and Operations*	
MGT 4357	Cultural Issues in International Business*	
MGT 4348	The Global Marketplace*	
MKT 4453	International Marketing*	
TRN 4350	International Transportation and Distribution Management*	

Non-Business Electives 20

Total 174

*Note: business courses may not exceed 42 q.h. total, including electives.

Liberal Arts with Business Minor

Bachelor of Science Degree (Major Code 373)



Basic Courses

quarter hours

ENG 4100	ENG 4101	Critical Writing 1, 2	8	
ENG 4102		Critical Writing Workshop	2	
ENG 4380	ENG 4381	Writing for the Professions 1, 2	6	
MTH 4110	MTH 4111	Contemporary Algebra 1, 2	6	
PSY 4110		Introduction to Psychology: Fundamental Issues	3	
PSY 4111		Introduction to Psychology: Developmental Aspects	3	
PSY 4112		Introduction to Psychology: Personal Dynamics	3	
ECN 4115	ECN 4116	ECN 4117	Economic Principles and Problems 1, 2, 3	9

Core Courses--Liberal Arts

ECN 4250	ECN 4251	Statistics 1, 2	6
PHL 4100		Philosophical Thinking	3
PHL 4180		Business Ethics	3
PHL 4200		Logic	3
POL 4103		Introduction to Politics	3
POL 4104		Introduction to American Government	3
POL 4105		Introduction to Comparative Politics	3
SOC 4100		Roles, Culture, and the Individual	3
SOC 4101		Inequality and Institutions	3
SOC 4102		Institutions and Social Change	3

Choose 6 courses from:

HST 4101	The Civilization of the Ancient and Medieval Worlds	(3)
HST 4102	The Civilization of the Early Modern World	(3)
HST 4103	The Civilization of the Modern World	(3)
HST 4201	American History 1763-1848	(3)
HST 4202	American History 1848-1917	(3)
HST 4203	American History Since 1917	(3)
or	or	
any HST course with a 46 prefix (international history)		(3)

Core Courses--Business Administration

ACC 4101	ACC 4102	Accounting Principles 1, 2	6
FI 4301		Principles of Finance	3
FI 4302		Financial Management	3
HRM 4301	HRM 4302	Organizational Behavior 1, 2	6
MGT 4101	MGT 4102	Introduction to Business and Management 1, 2	6
MKT 4301		Introduction to Marketing 1	3
MKT 4320		Marketing Management	3



Business Electives: Select one of the following four sets of courses

1. MGT 4450	MGT 4451	Business Policy 1,* 2	(6)
2. MGT 4370		Entrepreneurship and Intrapreneurship	
MGT 4371		Building a Profit Stream	(6)
3 A. MGT 4446		International Business Management	
		and Operations**	(3)
B. MGT 4455		Manager and Society**	(3)
4 A. OM 4404		Service Operations Management **	(3)
B. MGT 4410		Project Management Process:	
		Planning and Implementation**	(3)

Electives

Literature/Writing: Select 2 courses from the ENG 4200, 4300, or 4600 series
(course descriptions, pages 194-197)

6

Nonbusiness electives†

41

Total Quarter Hours

174

*Requires 130 q.h. of credit to register.

**Requires 80 q.h. of credit.

†Recommended: Art, Music, Theatre and other Humanities. Also suggested are INT 4200 *Workshop in Creativity*, CD 4100 *Managing Career Decisions*, and INT 4400 *Paralegal Studies*.

ACCEL

Fast-track for the Management BSBA, the Management Information Systems (MIS) BSBA, and Liberal Arts with a Business Minor

ACCEL, the premier accelerated program for adults in the Boston region, will enable students to speed up the study of their Management BSBA, MIS BSBA or Liberal Arts with Business Minor. If you have relevant transfer credit or take College Level Examination Program (CLEP) examinations in certain subjects, you can finish even faster.

The **ACCEL** program is very flexible. You can start the program at any point. This way, if you have completed an associate's degree program, have other transfer credit or can take CLEP examinations for certain subjects, you will have a head start, or a lighter course load in an academic quarter.

The program is offered on the Boston and Burlington campuses on Friday nights and Saturday mornings with the exception of the summer quarter when the schedule reverts to the Monday through Thursday evening format. Many of the courses in the program are offered at a reduced tuition rate.

Please call 617-373-2400 or TTY 617-373-2825 to request a brochure explaining the **ACCEL** program.

Liberal Studies Bachelor of Arts Degree (Major Code 495)**Core Courses**

quarter hours

Communication and Critical Thinking

ENG 4100	ENG 4101	Critical Writing 1, 2	8
ENG 4102		Critical Writing Workshop	2
INT 4200		Workshop in Creativity	3
PHL 4100		Philosophical Thinking	3
PHL 4105		Philosophy of Knowing and Reality	3
PHL 4200		Logic	3
CMN 4101		Fundamentals of Human Communication	3
CMN 4102		Group Discussion	3
ENG 4380		Writing for the Professions 1	3

Cultural Heritage

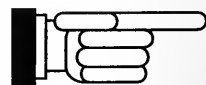
ART 4105		Art through the Ages	3
ECN 4137		History of Economic Thought	3
ENG 4131		God, Gods, and Heroes: Literature of the Ancient and Medieval Worlds	3
ENG 4132		Man, Reason, and Imagination: Literature from the Renaissance to the Romantic Age	3
ENG 4133		Order and Disorder: Literature of the Moderns	3
HST 4101		The Civilization of the Ancient and Medieval Worlds	3
HST 4102		The Civilization of the Early Modern World	3
HST 4103		The Civilization of the Modern World	3
INT 4203		Independent Study in Cultural Heritage	3
MUS 4120		Music Appreciation: The Masterworks of Western Civilization	3
POL 4110		The Great Political Thinkers	3

Science, Research, and Quantitative Methods

ECN 4250	ECN 4251	Statistics 1, 2	6
ENG 4381		Writing for the Professions 2	3
MIS 4114		Introduction to PC Software	3
MIS 4115		Introduction to Computers and Information Systems	3
MTH 4110	MTH 4111	MTH 4112	Contemporary Algebra 1, 2, 3
Science (BIO, CHM, ESC, PHY)			9 - 11

Contemporary Studies

ECN 4115	ECN 4116	Economic Principles and Problems 1, 2	6
ECN 4334		Comparative Economic Systems	3
POL 4105		Introduction to Comparative Politics	3
PSY 4110		Introduction to Psychology: Fundamental Issues	3
Psychology (any PSY course)			3
SOA 4155		Individual and Culture	3
SOC 4100		Roles, Culture, and the Individual	3
Sociology (any two SOC courses)			6



Electives*†

47

Electives may be used

- to take a University College certificate program
- to study a modern language or other area in greater depth
- to study areas of personal or career interest
- to complete a Minor in Business Administration (see page 127).

Students are encouraged to make an appointment with a University College advisor for help in selecting electives. Call 617-373-2400 or TTY 617-373-2825 for an appointment.

Total Quarter Hours

174

*Up to 44 q.h. allowed in business subjects.

†Recommended: CD 4100 *Managing Career Decisions* and INT 4400 *Paralegal Studies*.

Political Science Bachelor of Arts Degree (Major Code 322)



Core Courses

	quarter hours
ENG 4100	8
ENG 4101	2
ENG 4102	12
Modern Language	12
Critical Writing 1, 2	24
Critical Writing Workshop	18
Conversational	18
Intermediate	18
Humanities (AFR 4151, ART, ASL, CMN, ENG, JRN, LN, MUS, PHL, TCC, THE)	24
Math-Science (BIO, CHM, ESC, MTH, PHY)	18
Social Sciences (in three of the following areas: ECN, HST, PSY, SOA, SOC)	18

Major Concentration Courses

POL 4103	Introduction to Politics	3
POL 4104	Introduction to American Government	3
POL 4105	Introduction to Comparative Politics	3
POL 4331	International Relations	3
POL 4370	Introduction to Political Theory	3

American Government

Choose three of the following:

POL 4310	American Political Thought	(3)
POL 4313	State and Local Government	(3)
POL 4314	Urban and Metropolitan Government	(3)
POL 4318	The American Presidency	(3)
POL 4319	The Legislative Process	(3)
POL 4320	American Constitutional Law	(3)
POL 4321	Civil Liberties	(3)
POL 4322	Criminal and Civil Due Process	(3)

Comparative Government

Choose two of the following:

POL 4330	Comparative Politics	(3)
POL 4338	European Political Parties	(3)
POL 4339	Government and Politics of Russia	(3)
POL 4342	Eastern Europe in Transition	(3)
POL 4350	Politics and Policies of the Developing Nations	(3)
POL 4352	Government and Politics of Latin America	(3)
POL 4356	Government and Politics of Northern Africa	(3)
POL 4357	Government and Politics of South Africa	(3)
POL 4359	Government and Politics in the Middle East	(3)
POL 4362	Government and Politics of Southeast Asia	(3)
POL 4365	Government and Politics of China	(3)
POL 4367	Government and Politics of Japan	(3)

International Relations

Choose one of the following:

POL 4332	International Organization	(3)
POL 4333	International Law	(3)
POL 4334	International Political Economy	(3)
POL 4335	Formulating American Foreign Policy	(3)
POL 4336	American Foreign Policy	(3)
POL 4341	Russian Foreign Policy	(3)
POL 4364	China's Foreign Policy	(3)



Theory and Methodology

Choose one of the following:

SOC 4331	Research Methods*	(3)
POL 4371	Modern Political Theory	(3)

Electives

Political science	18
Open electives**	26

Total Quarter Hours **174**

*Students who anticipate using quantitative methods are advised to take the full Research Methods sequence: SOC 4320, SOC 4331, SOC 4333.

**Recommended: CD 4100 *Managing Career Decisions*, INT 4200 *Workshop in Creativity*, and INT 4400 *Paralegal Studies*.

Political Science Bachelor of Science Degree (Major Code 322)



Core Courses

	quarter hours
ENG 4100 ENG 4101	Critical Writing 1, 2 8
ENG 4102	Critical Writing Workshop 2
ECN 4250 ECN 4251	Statistics 1, 2 6
MIS 4114	Introduction to PC Software 3
MIS 4115	Introduction to Computers and Information Systems 3
Humanities (AFR 4151, ART, ASL, CMN, ENG, JRN, LN, MUS, PHL, TCC, THE)	12
Social Sciences (in three of the following areas: ECN, HST, PSY, SOA, SOC)	18
Math-Science (BIO, CHM, ESC, MTH, PHY)	6-8

Major Concentration Courses

POL 4103	Introduction to Politics	3
POL 4104	Introduction to American Government	3
POL 4105	Introduction to Comparative Politics	3
POL 4331	International Relations	3
POL 4370	Introduction to Political Theory	3

American Government

Choose three of the following:

POL 4310	American Political Thought	(3)
POL 4313	State and Local Government	(3)
POL 4314	Urban and Metropolitan Government	(3)
POL 4318	The American Presidency	(3)
POL 4319	The Legislative Process	(3)
POL 4320	American Constitutional Law	(3)
POL 4321	Civil Liberties	(3)
POL 4322	Criminal and Civil Due Process	(3)

Comparative Government

Choose two of the following:

POL 4330	Comparative Politics	(3)
POL 4338	European Political Parties	(3)
POL 4339	Government and Politics of Russia	(3)
POL 4342	Eastern Europe in Transition	(3)
POL 4350	Politics and Policies of the Developing Nations	(3)
POL 4352	Government and Politics of Latin America	(3)
POL 4356	Government and Politics of Northern Africa	(3)
POL 4357	Government and Politics of South Africa	(3)
POL 4359	Government and Politics in the Middle East	(3)
POL 4362	Government and Politics of Southeast Asia	(3)
POL 4365	Government and Politics of China	(3)
POL 4367	Government and Politics of Japan	(3)



International Relations*Choose one of the following:*

POL 4332	International Organization	(3)
POL 4333	International Law	(3)
POL 4334	International Political Economy	(3)
POL 4335	Formulating American Foreign Policy	(3)
POL 4336	American Foreign Policy	(3)
POL 4341	Russian Foreign Policy	(3)
POL 4364	China's Foreign Policy	(3)

Theory and Methodology*Choose one of the following:*

SOC 4331	Research Methods*	(3)
POL 4371	Modern Political Theory	(3)

Electives

Political science	18
Open electives**	62

Total Quarter Hours**174-176**

*Students who anticipate using quantitative methods are advised to take the full Research Methods sequence: SOC 4320, SOC 4331, SOC 4333.

**Up to 44 q.h. allowed in business subjects. Also recommended: CD 4100 *Managing Career Decisions* and INT 4200 *Workshop in Creativity*, Minor in Business Administration (see page 127) and INT 4400 *Paralegal Studies*.

Psychology

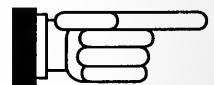
Psychology, the scientific study of behavior and mental processes, is an interdisciplinary science that includes methods and knowledge derived from the other natural and social sciences. The psychology curriculum explores such topics as the neurobiological basis of behavior, sensory functioning, learning and memory, human development, emotion and motivation, how individuals function in groups, and what constitutes an abnormal personality. Through laboratory practice and experimentation, individual research projects, and small group seminars, the program encourages a critical evaluation of psychology's various theoretical perspectives, its past and present accomplishments, and future directions.

The bachelor of arts degree is intended for students who wish to pursue a broad liberal arts education that explores the humanities, the social sciences, and to a lesser extent, the natural sciences. Two years of language study are included.

The bachelor of science degree is more specialized and is usually recommended for students who have a strong scientific interest in psychology and the natural sciences.

The required major concentration courses for either degree prepare students for careers in teaching, business, public service, or research and provide a foundation for graduate study in all areas of psychology and related fields, as well as in areas such as law and medicine. Students who do not wish to extend their education beyond the bachelor's degree will find that their undergraduate training will help them find employment in public affairs, social services, education, business, and sales.

In keeping with the department's commitment to the scientific method, students are advised to take the statistical course sequence (PSY 4220, PSY 4221, and PSY 4222) as soon as their prerequisites have been satisfied (PSY 4110, PSY 4111, and PSY 4112, and MTH 4110 and MTH 4111). The major concentration courses (PSY 4231 Psychology of Learning, PSY 4272 Personality, PSY 4351 Physiological Psychology, and PSY 4381 Sensation and Perception) should follow shortly thereafter. In addition, students select courses from among related areas such as abnormal psychology, motivation, memory and thinking, developmental psychology, drugs and behavior, and psychology of women. The experimental psychology laboratory sequence (PSY 4561, PSY 4562, and PSY 4563) should be taken in the year prior to the expected graduation year. Finally in a senior seminar, students have the opportunity to integrate the knowledge and experience gained from this entire program of study.



Psychology Bachelor of Arts Degree (Major Code 319)



Core Courses

Core Courses		Quarter Hours	
ENG 4100	ENG 4101	Critical Writing 1, 2	8
ENG 4102		Critical Writing Workshop	2
Modern Language		Conversational	12
		Intermediate	12
MTH 4110	MTH 4111	Contemporary Algebra 1, 2	6
Humanities (AFR 4151, ART, ASL, CMN, ENG, JRN, LN, MUS, PHL, TCC, THE)			24
Math-Science (in three of the following areas: BIO, CHM, ESC, MTH, PHY)			12
Social Sciences (in three of the following areas: ECN, HST, POL, SOA, SOC)			18

Major Concentration Courses

PSY 4110	Introduction to Psychology: Fundamental Issues	3
PSY 4111	Introduction to Psychology: Developmental Aspects	3
PSY 4112	Introduction to Psychology: Personal Dynamics	3
PSY 4220 PSY 4221 PSY 4222	Statistics in Psychology 1, 2, 3	9
PSY 4231	Psychology of Learning	3
PSY 4272	Personality	3
PSY 4351	Physiological Psychology	3
PSY 4381	Sensation and Perception	3
PSY 4561 PSY 4562 PSY 4563	Experimental Psychology 1, 2, 3	9
PSY 4611	Senior Seminar in Psychology	3

Electives

Psychology	18
Open electives*	20

Total Quarter Hours

174

*Recommended: CD 4100 *Managing Career Decisions* and INT 4200 *Workshop in Creativity*.

Psychology Bachelor of Science Degree (Major Code 319)



Core Courses

	quarter hours
ENG 4100 ENG 4101	8
ENG 4102	2
MTH 4110 MTH 4111	6
Math-Science (BIO, CHM, ESC, MTH, PHY)	24

Major Concentration Courses

PSY 4110	Introduction to Psychology: Fundamental Issues	3
PSY 4111	Introduction to Psychology: Developmental Aspects	3
PSY 4112	Introduction to Psychology: Personal Dynamics	3
PSY 4220 PSY 4221 PSY 4222	Statistics in Psychology 1, 2, 3	9
PSY 4231	Psychology of Learning	3
PSY 4272	Personality	3
PSY 4351	Physiological Psychology	3
PSY 4381	Sensation and Perception	3
PSY 4561 PSY 4562 PSY 4563	Experimental Psychology 1, 2, 3	9
PSY 4611	Senior Seminar in Psychology	3

Electives

Psychology	18
Open electives* †	74

Total Quarter Hours

174

*Up to 44 q.h. allowed in business subjects.

†Recommended: CD 4100 *Managing Career Decisions* and INT 4200 *Workshop in Creativity*, or Minor in Business Administration (see page 127)

Sociology-Anthropology Bachelor of Arts Degree (Major Code 321)



Core Courses

	quarter hours
ENG 4100 ENG 4101	Critical Writing 1, 2 8
ENG 4102	Critical Writing Workshop 2
Modern Language	Conversational 12
	Intermediate 12
MTH 4110 MTH 4111	Contemporary Algebra 1, 2 6
Humanities (AFR 4151, ART, ASL, CMN, ENG, JRN, LN, MUS, PHL, TCC, THE)	24
Math-Science (BIO, CHM, ESC, MTH, PHY)	12
Social Sciences (in three of the following areas: ECN, HST, POL, PSY)	18

Major Concentration Courses

SOA 4100	Physical Anthropology	3
SOA 4101	Cultural Anthropology: Kinship Societies	3
SOA 4102	Cultural Anthropology: State Societies	3
SOC 4100	Roles, Culture, and the Individual	3
SOC 4101	Inequality and Institutions	3
SOC 4102	Institutions and Social Change	3
SOC 4300 SOC 4301 SOC 4302	Social Theory 1, 2, 3	9
SOC 4320	Statistics	3
SOC 4331	Research Methods 1	3
SOC 4333	Advanced Research Methods	3

Electives

Sociology-Anthropology (at least nine quarter hours in SOA)	21
Open electives*	23

Total Quarter Hours

174

*Recommended: CD 4100 *Managing Career Decisions* and INT 4200 *Workshop in Creativity*.

Sociology-Anthropology Bachelor of Science Degree (Major Code 321)



Core Courses

	quarter hours
ENG 4100 ENG 4101	Critical Writing 1, 2 8
ENG 4102	Critical Writing Workshop 2
MTH 4110 MTH 4111	Contemporary Algebra 1, 2 6
Social Sciences (AFR 4131, AFR 4132, AFR 4193, ECN, HST, POL, PSY)	18

Major Concentration Courses

SOA 4100	Physical Anthropology	3
SOA 4101	Cultural Anthropology: Kinship Societies	3
SOA 4102	Cultural Anthropology: State Societies	3
SOC 4100	Roles, Culture, and the Individual	3
SOC 4101	Inequality and Institutions	3
SOC 4102	Institutions and Social Change	3
SOC 4300 SOC 4301 SOC 4302	Social Theory 1, 2, 3	9
SOC 4320	Statistics	3
SOC 4331	Research Methods 1	3
SOC 4333	Advanced Research Methods	3

Electives*

Sociology-Anthropology (at least nine quarter hours in SOA)	39
Open electives (preferably in the humanities and math-science)**†	65

Total Quarter Hours

174

*Students may use these electives to take the Human Services Concentration.

**Up to 44 q.h. allowed in business subjects.

†Recommended: CD 4100 *Managing Career Decisions* and INT 4200 *Workshop in Creativity*, or Minor in Business Administration (see page 127).



Human Services Elective Concentration (open only to B.S. degree candidates)

		quarter hours
SOC 4125	Social Problems*	3
SOC 4240	Sociology of Human Service Organizations*	3
SOC 4241	Human Services Professions*	3
SOC 4245	Poverty and Inequality*	3
SOC 4260	Introduction to Social Work Practice*	3
PSY 4110	Introduction to Psychology: Fundamental Issues**	3
PSY 4111	Introduction to Psychology: Developmental Aspects**	3
PSY 4112	Introduction to Psychology: Personal Dynamics**	3
PSY 4372	PSY 4373	PSY 4374
	Abnormal Psychology 1, 2, 3**	9
Total Quarter Hours		33

*SOC courses can be used for SOC electives for B.S. degree.

**PSY courses can be used for Social Science electives for B.S. degree.

Recommended Open Electives for Human Services Concentration Students

ECN 4130	Medical Economics	3
ECN 4311	Human Resource Planning	3
ECN 4315	Income Inequality and Discrimination	3
POL 4300	Introduction to Public Administration	3
POL 4301	Case Studies in Public Administration	3
POL 4306	Public Policy Analysis	3
POL 4321	Civil Liberties	3
PSY 4240	Development: Infancy and Childhood	3
PSY 4241	Development: Adolescence	3
PSY 4242	Development: Adulthood and Aging	3
PSY 4272	Personality	3
SOC 4170	Race and Ethnic Relations	3
SOC 4185	Deviant Behavior	3
SOC 4186	Social Control	3
SOC 4190	Juvenile Delinquency	3
SOC 4215	Medical Sociology	3
SOC 4225	Social Gerontology	3

Also recommended: Gender and Family Studies Certificate, 24 q.h. (see p. 48)

Designed for community and human services professionals and those who wish to understand the dynamics of the modern family and workplace, this certificate combines courses in communication studies and sociology.

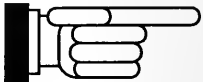
Technical Communications

The Technical Communications bachelor of science degree helps prepare students for careers as technical writers. Technical writers are needed in a variety of areas to write, update, and revise technical documents for the end user. In the program students are taught the writing, production, technical, planning, scheduling, and interpersonal skills that professionals in the field, whether free-lance or employed by a single company, will need. The core courses are complemented by required technical communications classes, and students are able to specialize in one of four tracks: high technology, computer science, environmental science, and health science. The large number of electives allows students to develop the broad background required in this professional field.

Technical Communications Bachelor of Science Degree (Major Code 380)



Core Courses		quarter hours	
Basic Communication			
ENG 4100	ENG 4101	Critical Writing 1, 2	8
ENG 4102		Critical Writing Workshop	2
ENG 4349	ENG 4350	Expository and Persuasive Writing 1, 2	6
ENG 4380	ENG 4381	Writing for the Professions 1, 2	6
ART 4140		Graphic Communication and Production	3
JRN 4112		Writing for Media 1	3
PHL 4100		Philosophical Thinking	3
PHL 4200		Logic	3
CMN 4152		Conducting Interviews in the Professions	3
MIS 4114		Introduction to PC Software	3
MTH 4110		Contemporary Algebra 1	3
Major Concentration Courses			
TCC 4101	TCC 4102	Technical Writing 1, 2	6
TCC 4105		Editing for Science and Technology	3
TCC 4340		Documentation Development and Completion	3
TCC 4335		Introduction to On-Line Documentation	3
<i>Choose four of the following:</i>			
TCC 4110		Technical-Promotional Writing	(3)
TCC 4301	TCC 4302	Computer Software Technical Writing 1, 2	(6)
TCC 4311	TCC 4312	Instruction Manual Writing 1, 2	(6)
TCC 4320		Proposal Writing	(3)
TCC 4330		The Business and Technical Presentation	(3)



Choose one of four tracks:

1. High Technology Technical Writing

Two different computer languages

PHY 4101 PHY 4102

Physics 1, 2

6

8

2. Technical Writing for Computer Science

MIS 4238

Introduction to the Internet

3

MIS 4243

Visual Basic Programming

3

MIS 4276

C Programming 1

3

MIS 4283

Windows Programming

3

3. Technical Writing for Environmental Science

ESC 4103

Introduction to Earth Sciences:
Solid Earth

3

ESC 4104

Introduction to Earth Sciences:
Oceans and Atmosphere

3

ESC 4681

Science, Technology, and
Modern Societies

3

HSC 4315

Environmental Problems and Health

3

4. Technical Writing for Health Science

BIO 4107

Biology 1

3

CHM 4133

Chemistry 1

3

HIA 4300

Medical Terminology

4

HSC 4310

Public Health 1

3

Open Electives

90-92

Recommended Liberal Arts Courses for TCC Degree Candidates (48 Quarter Hours)

ART 4105

Art Through the Ages

3

ART 4479

Estimating Procedures for the
Graphic Arts

3

ENG 4012

Elements of Grammar

3

ENG 4131

God, Gods, and Heroes: Literature of the
Ancient and Medieval Worlds

3

ENG 4120

English Literature: Faith and Humanism

3

ENG 4123

Early American Literature: Faith,
Reason and Nature

3

HST 4301

Technological Transformations of Society

3

HST 4531

American Business History

3

INT 4200

Workshop in Creativity

3

MTH 4520

Critical Thinking for Research

3

PHL 4180

Business Ethics

3

PHL 4235

Ethics and the Professions

3

PSY 4110

Introduction to Psychology:
Fundamental Issues

3

PSY 4111

Introduction to Psychology:
Developmental Aspects

3

SOC 4175

Work and Professions

3

SOC 4178

Cultural Diversity in the Workplace

3



Recommended Business Curriculum for TCC Degree Candidates (37 Quarter Hours). See also Minor in Business Administration, page 127. Up to 44 q.h. allowed in business subjects.

ACC 4101	ACC 4102	Accounting Principles 1, 2	6
BL 4101	BL 4102	Law 1, 2	6
BL 4314		Computer Law	3
BL 4316		International Business Law	3
CD 4104		Career Planning/Self-Marketing	1
CD 4100		Managing Career Decisions	3
HRM 4301	HRM 4302	Organizational Behavior 1, 2	6
HRM 4348		The Changing Work Force	3
MGT 4101	MGT 4102	Introduction to Business and	
		Management 1, 2	6
MGT 4348		Introduction to the Global Marketplace	3

Total Quarter Hours

174-176

School of General Studies (SGS)

Arlene Greenstein, Ph.D.,
Interim Dean, University College

249 Ryder Hall
617-373-4626

George R. Atkinson, *Director,*
School of General Studies

Jennifer J. Wells, *Assistant to the Director,*
School of General Studies

Sally L. Solomon, *Administrative Assistant,*
School of General Studies

Program Goals

Students in the School of General Studies are full-time day students and degree candidates with an undeclared major. The SGS helps students strengthen their skills in writing, mathematics, and other college-level work. The school also offers students an opportunity to consider several areas of study before committing themselves to a specific major. Through the combination of a carefully prescribed curriculum and the attention of academic advisors, each student undertakes a program suited to his or her individual needs. Advisors are normally available throughout the student's entire freshman year.

Program Structure

Students in the School of General Studies normally take sixteen quarter hours of credit during each of their three freshman quarters, but may take 12 quarter hours during any one quarter and still be considered full-time students.

After completing the prescribed School of General Studies program and achieving both a cumulative quality-point average of 2.0 or higher and specific program requirements as noted, students may generally continue their degree programs by transferring with sophomore status to any program in the College of Business Administration, College of Criminal Justice, or College of Arts and Sciences.

For entrance to the College of Nursing, College of Computer Science, and School of Engineering Technology, students complete a few additional science requirements during the freshman year. The Bouvé College of Pharmacy and Health Sciences offers the following programs to students who have successfully completed the appropriate SGS curriculum:

- Cardiopulmonary Sciences
- Medical Laboratory Science
- Speech-Language Pathology and Audiology
- Toxicology

Students may also continue their degree programs in University College.

Faculty and Resources

The University has carefully selected faculty members who are aware of the individual needs and goals of SGS students; faculty and students meet in small classes of not more than twenty-five students.

SGS students have access to all physical education facilities, residence halls, counseling services, and co-curricular programs at the University's main campus in Boston, along with distinctly tailored schedules and curricula.

Students in the School of General Studies also use the up-to-date, programmed learning resources available for self-instruction through Northeastern's Learning Resources Center. The Academic Assistance Center, the Math/Writing Center, and the Counseling Center are also available to students. SGS students also benefit from the program's own peer-tutoring sessions.

Tuition and Fees

Tuition and fees for the School of General Studies are the same as for students in the full-time Day Colleges. Payment of the standard tuition during the first three academic quarters of residence entitles students to forty-nine credit hours of instruction.

Application Procedures

For more information on the School of General Studies, or to request an application, write or call the Dean of Admissions, Department of Admissions, Northeastern University, 360 Huntington Avenue, Boston, MA 02115, 617-373-2200.

Sample One-Year Program, Arts and Sciences *or* Undecided Track

		quarter hours
Quarter 1		
ED 4003	Integrated Language Skills A	4
ENG 4013	Fundamentals of English 1	4
MTH 4000	Mathematical Preliminaries 1*	4
SOC 4010	Principles of Sociology 1	(4)
<i>or</i>	<i>or</i>	
HST 4110	History of Civilization A	(4)
Total Quarter Hours		16
Quarter 2		
ED 4004	Integrated Language Skills B	4
ENG 4014	Fundamentals of English 2	4
MTH 4010	Mathematical Preliminaries 2*	4
SOC 4011	Principles of Sociology 2	(4)
<i>or</i>	<i>or</i>	
HST 4111	History of Civilization B	(4)
Total Quarter Hours		16
Quarter 3		
ED 4005	Integrated Language Skills Seminar	1
ENG 1111	Freshman English 2	4
MTH 4020	Functions and Algebra*	4
SOC 4011	Principles of Sociology 2	(4)
<i>or</i>	<i>or</i>	
HST 4110	History of Civilization B (or Directed Elective)	(4)
Total Quarter Hours		17

*Students will be placed in math levels depending on placement test results.

Sample One-Year Program, Business Track

		quarter hours
Quarter 1		
ED 4003	Integrated Language Skills A	4
ENG 4013	Fundamentals of English 1	4
MTH 4000	Mathematical Preliminaries 1*	4
ECN 4601	Economics 1	(4)
<i>or</i>	<i>or</i>	
HST 4110	History of Civilization A	(4)
Total Quarter Hours		16

Quarter 2		
ED 4004	Integrated Language Skills B	4
ENG 4014	Fundamentals of English 2	4
MTH 4010	Mathematical Preliminaries 2*	4
MGT 1115	Introduction to Business	(4)
<i>or</i>	<i>or</i>	
HST 4110	History of Civilization A	(4)
Total Quarter Hours		16

Quarter 3		
ED 4005	Integrated Language Skills Seminar	1
ENG 1111	Freshman English 2	4
MTH 4020	Functions and Algebra*	4
HST 4111	History of Civilization B	4
MGT 4110	Survey of Business Management	(4)
<i>or</i>	<i>or</i>	
ECN 4601	Economics 1	(4)
Total Quarter Hours		17

*Students will be placed in math levels depending on placement test results.

Sample One-Year Program, Criminal Justice Track

		quarter hours
Quarter 1		
ED 4003	Integrated Language Skills A	4
ENG 4013	Fundamentals of English 1	4
MTH 4000	Mathematical Preliminaries 1*	4
SOC 4010	Principles of Sociology 1	(4)
<i>or</i>	<i>or</i>	
HST 4110	History of Civilization A	(4)
Total Quarter Hours		16

Quarter 2		
ED 4004	Integrated Language Skills B	4
ENG 4014	Fundamentals of English 2	4
MTH 4010	Mathematical Preliminaries 2*	4
HST 4111	History of Civilization B	(4)
<i>or</i>	<i>or</i>	
SOC 4011	Principles of Sociology 2	(4)
Total Quarter Hours		16



Quarter 3

ED 4005	Integrated Language Skills Seminar	1
ENG 1111	Freshman English 2	4
MTH 4020	Functions and Algebra*	4
POL 4106	Introduction to Politics	4
HST 4111	History of Civilization B (or Directed Elective)	(4)

Total Quarter Hours 17

*Students will be placed in math levels depending on placement test results.

Sample One-Year Program, Health-Science Track**Quarter 1**

		quarter hours
ED 4003	Integrated Language Skills A	4
ENG 4013	Fundamentals of English 1	4
MTH 4000	Mathematical Preliminaries 1*	4
CHM 1010	General Chemistry Preliminaries	5

Total Quarter Hours 17

Quarter 2

ED 4004	Integrated Language Skills B	4
ENG 4014	Fundamentals of English 2	4
MTH 4010	Mathematical Preliminaries 2*	4
CHM 1105	General Chemistry 1	5

Total Quarter Hours 17

Quarter 3

ED 4005	Integrated Language Skills Seminar	1
ENG 1111	Freshman English 2	4
MTH 4020	Functions and Algebra*	4
BIO 1140	Basic Animal Biology	4
SOC 4010	Principles of Sociology 1	4

Total Quarter Hours 17

*Students will be placed in math levels depending on placement test results.

Course Descriptions

Not all the courses listed in this *Bulletin* are offered every year. A final list of courses to be offered is contained in the University College *Schedule Guide*, which gives the hours and days that classes meet and their locations. These schedules are issued prior to the fall, winter, spring, and summer quarters.

Abbreviations

q.h.:	quarter hours (credit earned)
cl.:	hours required in class per week
Coreq.:	Corequisite (may be taken at same time)
Prereq.:	Prerequisite (must be taken first)

Key To Department Codes

ACC	Accounting	LNG	Language—German
AFR	African-American Studies	LNI	Language—Italian
ART	Art and Graphic Design	LNJ	Language—Japanese
ASL	American Sign Language	LNR	Language—Russian
BIO	Biology/Biotechnology	LNS	Language—Spanish
BL	Business Law	MGT	Management
CD	Career Development	MIS	Management Information Systems
CHM	Chemistry	MKT	Marketing
CJ	Criminal Justice and Security	MLS	Medical Laboratory Science
CMN	Communication Studies	MTH	Mathematics
COM	Computer Literacy	MUS	Music
CRS	Special Education	NUR	Nursing
ECN	Economics	OM	Operations Management
ED	Education	PHL	Philosophy and Religion
EMS	Emergency Medical Services	PHY	Physics
ENG	English	POL	Political Science
ESC	Earth Sciences	PSY	Psychology
FI	Finance	RAD	Radiologic Technology
HIA	Health Information Administration	RE	Real Estate
HMG	Health Management	SLA	Speech-Language Pathology and Audiology
HRM	Human Resources Management	SOA	Sociology-Anthropology
HSC	Health Science	SOC	Sociology
HST	History	TCC	Technical Communications
INT	Interdisciplinary	THE	Theatre
JRN	Journalism	TRN	Transportation
LNF	Language—French		

ACCOUNTING

ACC 4101 Accounting Principles 1 (3 q.h.)
Study of accounting issues and objectives for proper preparation and interpretation of financial statements. Covers the nature, function, and environment of accounting, the basic accounting model, and the accounting cycle, while emphasizing accounting for service and merchandising businesses. Also covers cash and accounts receivable.

ACC 4102 Accounting Principles 2 (3 q.h.)
Continuation of ACC 4101. Emphasizes issues in financial reporting, valuation, and income measurement. Includes inventories, plant and equipment, bonds, present value, and stockholders' equity. *Prereq.* ACC 4101.

ACC 4103 Accounting Principles 3 (3 q.h.)
Continuation of ACC 4102. Statement of cash flows and preparation and interpretation of cost accounting information and its uses in the managerial decision-making process. Includes ratio analysis, analysis of cost-volume relationships, fixed and variable costs, break-even analysis, job order, and introduction to standard cost systems. *Prereq.* ACC 4102.

ACC 4105 Accounting Principles 1 and 2 (Intensive) (6 q.h.)
Same as ACC 4101 and ACC 4102.

ACC 4120 Essentials of Personal Income Taxation (3 q.h.)
Special course for non-accounting majors, designed to teach important aspects of personal income taxation on both federal and state levels. Tax laws, tax planning, and the preparation of individual returns are emphasized.

ACC 4301 Intermediate Accounting 1 (3 q.h.)
Introduction to financial accounting concepts, techniques, and procedures. Areas of intensive treatment are the development and framework of accounting theory, basic financial statements, and cash and receivables. *Prereq.* ACC 4103.

ACC 4302 Intermediate Accounting 2 (3 q.h.)
Continuation of the study of accounting concepts and procedures. Detailed examination of inventories, tangible and intangible assets, and depreciation. *Prereq.* ACC 4301.

ACC 4307 Intermediate Accounting 3 (3 q.h.)
Continuation of the study of accounting concepts and procedures, with emphasis given to conceptual aspects of measurement of liabilities and to alternative accounting treatments and procedures. *Prereq.* ACC 4302.

ACC 4310 Cost Accounting 1 (3 q.h.)
Examines cost determination, cost behavior, costing systems, and an introduction to budgeting. *Prereq.* ACC 4103.

ACC 4360 Accounting for Business Combinations (formerly ACC 4320) (3 q.h.)
A study of accounting issues associated with business combinations, including the purchase and pooling methods of consolidation. *Not open to students who have taken ACC 4320. Prereq.* ACC 4408 or ACC 4404.

ACC 4361 Advanced Accounting Issues (formerly ACC 4321) (3 q.h.)
The focus of this course will include an examination of accounting issues associated with governmental and nonprofit organizations. Other advanced accounting topics such as multinationals are also considered. *Not open to students who taken ACC 4321. Prereq.* ACC 4408 or ACC 4404.

ACC 4400 Accounting Information Systems (Reserved) (3 q.h.)
Provides a broad survey of accounting information systems concepts and applications. Examines how computer technology impacts accounting information processing and how accounting systems can be effectively controlled. *Prereq.* MIS 4102, ACC 4310, ACC 4307 and 80 q.h.

ACC 4408 Intermediate Accounting 4 (Reserved) (3 q.h.)
This course completes the intensive study of measurement and reporting issues in modern accounting practice. Emphasis is given to such topics as stockholder's equity and earnings per share. *Prereq.* ACC 4307 and 80 q.h.

ACC 4411 Cost Accounting 2 (Reserved) (3 q.h.)
Continuation of ACC 4310 with special emphasis on cost allocation. Covers use of cost data in decision-making and the control process. *Prereq.* ACC 4310 and 80 q.h.

ACC 4425 Auditing 1 (Reserved) (3 q.h.)

An examination of auditing concepts and standards relevant to the attest function. Includes coverage of such topics as: ethical and legal responsibilities of the auditor, internal control, and auditor reports. *Prereq.* ACC 4400 and ACC 4307 and 80 q.h.

ACC 4426 Auditing 2 (Reserved) (3 q.h.)

Continued examination of auditing concepts and standards relevant to the attest function. Includes compliance and substantive tests as they relate to specific transaction cycles and the use of statistical sampling techniques. *Prereq.* ACC 4425.

ACC 4440 Federal Income Taxes 1 (Reserved) (3 q.h.)

An in-depth study of federal tax law as it applies to individuals. In addition to a coverage of the law, tax planning concepts will be emphasized. *Prereq.* ACC 4307 and 80 q.h.

ACC 4441 Federal Income Taxes 2 (Reserved) (3 q.h.)

Continuation of ACC 4440. Property transactions, including non-taxable transactions; fundamental tax law relating to corporate formation and operation, partnerships, and S corporations. *Prereq.* ACC 4440.

AFRICAN-AMERICAN STUDIES

AFR 4131 African-American History: 1600-1900 (formerly African-American History 1) (3 q.h.)

This survey covers the development of black America from the period of slavery through Reconstruction, with emphasis on the historical links between Africa and America and their impact on black development in the United States.

AFR 4132 African-American History: Twentieth Century (formerly African-American History 2) (3 q.h.)

This course examines the development of black America from Reconstruction to the present, and the effects of events in the United States and world history on the development of black America. There is special emphasis on contemporary issues and how these issues can be seen through an historical perspective.

AFR 4151 Survey of African-American Art (3 q.h.)

Black art, like black literature, has always been an important aesthetic social statement by the African-American artist. This course offers an historical and critical examination of African-American art from the nineteenth century to the present, with special emphasis on the effects of European and African art styles on the black artist in America.

AFR 4193 Africa Today (3 q.h.)

With increasing numbers of nations striving for economic and political control in Africa, and with imperialist and colonial ideas remaining in the living memory of Africans, Africa presents a complex political and social picture to the rest of the world. This course examines some of the salient features of black art, politics, and identity in Africa.

ART AND GRAPHIC DESIGN

ART 4103 History of Art to 1400 (3 q.h.)

Survey of the history of art and architecture from pre-historic times to the Renaissance. It includes the major works of art and architecture of Egyptian, Greek, Roman, Early Christian, Byzantine, Romanesque, and Gothic periods. The works are examined in the context of the social, political and cultural forces of their time. Slide lectures and discussions.

ART 4104 History of Art Since 1400 (3 q.h.)

Survey of the history of art and architecture from the Renaissance to the twentieth century. It includes the major works of art and architecture of the Renaissance, Baroque, and Modern periods with an emphasis on the external forces that affected them. Slide lectures and discussions.

ART 4105 Art Through the Ages (3 q.h.)

Concentrated historical survey of Western art from prehistoric cave paintings to the twentieth century. Includes the study of major monuments, artists, and stylistic developments found in the Pre-Classical, Classical, Medieval, Renaissance, and Baroque periods, and in nineteenth- and twentieth-century Europe and America. Slide lectures and discussions.

ART 4106 Introduction to Art (3 q.h.)

Introduction to the language of the visual arts, with an emphasis on style, techniques

and content in painting, sculpture, graphic arts, and architecture. The course includes slide lectures, discussions, and visits to the museums and art galleries.

ART 4110 Modern Art (3 q.h.)

Examination of major movements and developments in painting and sculpture from the late nineteenth century to the present. Emphasizes changing aesthetic views and the artistic, philosophical, historical, sociological, and political influences shaping those views and the modern movement as a whole. Slide lectures and discussion.

ART 4112 Visual Foundations: Two-Dimensional Design (Studio)* (formerly Visual Foundations) (3 q.h.)

An introduction to the fundamental elements of two-dimensional design to explore the concept of pictorial order. Lecture and studio classes lead to an understanding of the principles of organization and formal elements of design as they apply to two-dimensional art.

ART 4113 Visual Foundations: Three-Dimensional Design (Studio)* (3 q.h.)

An introduction to the fundamental elements of three-dimensional design, including mass, volume, line, plane and texture. Lecture and studio classes examine the use of formal elements and attributes of form as they are used to organize space.

ART 4121 Principles of Drawing (Studio)* (formerly Principles of Drawing and Composition) (3 q.h.)

Introduction to the fundamental principles of translating the three-dimensional world on to a two-dimensional page. While working from observation, students explore the language of line, shape, and value to create an illusion of form, space, and light.

ART 4122 Introduction to Figure Drawing (Studio)* (3 q.h.)

Introduction to drawing the human form. Includes basic studies in anatomy, proportion, negative/positive space, contour, gesture, mass, line, composition, and drawing technique. Slide lectures, critiques, and weekly sessions drawing from the model. (*Laboratory fee.*)

ART 4123 Drawing Workshop (Studio)* (3 q.h.)

Introduction to more advanced problems in the analysis of visual language and its creative organization. Emphasizes strengthen-

ing drawing techniques and developing a personal style.

ART 4127 Basic Painting (Studio)* (3 q.h.)
Introduction to the fundamentals of painting. Includes formal studio assignments in the study of color, light, pictorial space systems, form, texture, and composition to establish a foundation for more individual, creative expression. Critiques and slide lectures as needed.

ART 4128 Intermediate Painting (Studio)* (3 q.h.)

Fundamental principles of painting, followed by more advanced studies in shape, scale, texture, brushstroke, and edge as well as color, light, form, and composition. Examines problems in a variety of stylistic approaches and techniques from the past and the present. Critiques and slide lectures as needed.

ART 4129 Painting Workshop (Studio)* (3 q.h.)

Individual development through a structured, project-oriented approach. Encourages recognition of the conceptual aspects of painting as well as the development of a personal painting style and unique visual imagery. Critiques and slide lectures as needed.

ART 4139 Visual Foundations: Color (Studio)* (formerly Color Theory and Practice) (3 q.h.)

Exploration of the objective nature and expressive possibilities of color. Through class work and projects, students examine the major theories and laws of color, its harmonies and special characteristics as well as color psychology, symbolism, and orchestration. Students discover their intuition for color and develop its application in art and design.

ART 4140 Graphic Communication and Production (3 q.h.)

Overview of the design and production processes of printed materials. Examines the designer's role in concept development and layout and introduces reprographics, typesetting, printing and color techniques, paper, and bindery methods. The scheduling and economic factors involved in bringing a piece to print are also addressed.

**Courses designated "(Studio)" meet for 3 1/2 hours.*

ART 4141 Graphic Design 1 (Studio)*

(3 q.h.)

Introduction to professional problem-solving in graphic design, including typographic and pictorial elements and their integration with verbal content to communicate ideas. Emphasis is on the fundamentals of visual thinking, concept development, and two-dimensional layout. Students gain experience with the design process from thumbnail sketches to the finished presentation. *Prereq.* ART 4112 and ART 4139.

ART 4142 Graphic Design 2 (Studio)*

(3 q.h.)

Intermediate study and creative work in graphic design, with emphasis on creating overall design concepts for client presentations. Students explore effective problem-solving techniques by taking a variety of projects from concept to finished presentation. *Prereq.* ART 4141 and ART 4151.

ART 4143 Advertising Design (Studio)*

(3 q.h.)

Introduction to advertising and to the language and design problems commonly met in the field. Study and creative work in advertising research analysis, layout, and preparation of client presentations. Marketing fundamentals are also addressed. *Prereq.* ART 4151 or instructor's permission.

ART 4151 Typography (3 q.h.)

The evolution of typography and its current applications. Emphasizes understanding basic typographic terms and techniques, acquiring composition skills such as copyfitting and type specification, understanding typography as symbol and as written record, exploring design concepts through typography, and learning the creative potential of new typesetting systems.

ART 4160 Basic Photography (Studio)*

(3 q.h.)

Use of the camera, the negative, and the black-and-white print for the beginning student. Includes weekly shooting assignments, demonstrations, and hands-on darkroom experience. (*Laboratory fee.*)

ART 4161 Intermediate Black and White Photography (Studio)* (3 q.h.)

Continuation of ART 4160. Focuses on further practice in darkroom skills and production of clear and expressive images. (*Laboratory fee.*) *Prereq.* ART 4160.

ART 4163 Introduction to Color

Photography (Studio)* (3 q.h.)

Basic color theory and contemporary photographic processes and practices. Students work with color negative materials and print from color slides and negatives. Color printing facilities are provided. Lectures and critiques when appropriate. (*Laboratory fee.*) *Prereq.* ART 4160 or equiv.

ART 4166 Projects in Photography (Studio)* (3 q.h.)

Class for advanced photographers who will proceed from an approved project proposal to a final exhibition portfolio with weekly critique and printing sessions. *Prereq.* ART 4161 and ART 4163.

ART 4171 American Cinema (3 q.h.)

This course explores the uniquely distinguishing characteristics of American cinema. These range from such formal elements as camera angles, lighting, editing, sound, acting, narrative structure and construction of point of view. The course will also analyze such recurring concerns of American cinema as the individual and community, issues of masculinity and violence, urban alienation, uprootedness and adolescence. The directors whose work will be discussed include Michael Cimino, Martin Scorsese, Robert Altman, Francis Ford Coppola, and John Ford.

ART 4173 International Cinema (3 q.h.)

This course examines films of such diverse countries as France, Italy, Greece, India, Japan, and Argentina and shows how film style and film language are culturally based and reflect the underlying values of culture. The course also analyzes the differences in the construction of narrative and point of view in the films of the different countries. The impact of cultures with communal or extended family social structures on camera angles and sound is also examined. The directors whose work will be studied include Karel Reisz, Claude Chabrol, Luchino Visconti, Kenji Mizoguchi, and Satyajit Ray.

ART 4174 Themes in Film (3 q.h.)

This course takes one theme as its subject and explores that theme fully through films from different countries. The themes include fam-

*Courses designated "(Studio)" meet for 3 1/2 hours.

ily relationships, gender, coming of age, and war, as well as the journey/road film, the concert/music film, and the exploration of the "other" in film. The course focuses on different portrayals of a given theme through analysis of film language such as camera angles, sound, editing, narrative structure, and construction of point of view, and how these relate the story of the film.

ART 4175 History of Graphic Design (3 q.h.)

Graphic design from the mid-nineteenth century (the Industrial Revolution) to the present, with references to earlier influences. Focuses on the evolution of the graphic design field, its nature and function, major periods and trends, and the influence of technology and society. Slide lectures and discussion.

ART 4176 International Directions in Graphic Design (3 q.h.)

Contemporary theories and practices in international graphic design. Focuses on design activities in such major industrial nations as Germany, Italy, France, England, Canada, Japan, and the United States. Case studies reflecting graphic design solutions to a variety of visual communication problems are examined. Slide lectures and discussion.

ART 4181 Introduction to Computer

Graphics (Studio)* (formerly Introduction to Computer-Aided Graphic Design) (3 q.h.) Introduction to the terminology, concepts, and applications of computer-aided graphic design. Through lectures, demonstrations, and labs, students explore the range of computer graphics applications on personal computer (DOS and MAC) systems; input and output devices; and the advantages and limitations of computers as design tools. Limited enrollment. (*Laboratory fee.*) Prereq. ART 4112 and ART 4142.

ART 4183 Electronic Publishing Systems (Studio)* (3 q.h.)

Designed to teach the computer novice how to apply the basics of desktop publishing software for business and corporate publications. Students will use page layout programs such as Quark Xpress or Aldus Pagemaker. Design, page-layout, typography, hardware, and management issues will be applied to actual publications and business documents. Limited enrollment. (*Laboratory fee.*) Prereq. ART 4181 and ART 4151.

ART 4184 Presentation Graphics (Studio)* (3 q.h.)

Students will create and produce computerized slide presentations. Emphasis is placed on the selection and layout sequencing of type, visuals, and peripheral elements for word slides, graphs, charts, and illustrations to be used in corporate, educational, and advertising presentations. Limited enrollment. (*Laboratory fee.*) Prereq. ART 4181.

ART 4185 Creative Imaging: Custom Computer Design (Studio)* (3 q.h.)

Scanning and image enhancement techniques are utilized to create original visuals appropriate for advertising and publishing graphics as well as fine art. Limited enrollment. (*Laboratory fee.*) Prereq. ART 4183.

ART 4186 Computer Graphic Design Portfolio (Studio)* (3 q.h.)

Students may choose to either edit and refine a series of their best computer graphic designs or to work on a specific portfolio design project. All students will design a self-promotion piece using the layout application of their choice. (*Laboratory fee.*) Prereq. ART 4187 and 30 q.h. of computer graphic certificate courses. (Not a regularly scheduled course. Students must contact Liberal Arts Office to register to work with an instructor.)

ART 4187 Advanced Computer Illustration (Studio)* (formerly Graphic Software Studies 1) (3 q.h.)

Advanced computer illustration studies using popular vector-based drawing programs such as Adobe Illustrator, Aldus Freehand, and Corel Draw. Limited enrollment. (*Laboratory fee.*) Prereq. ART 4185.

ART 4188 Advanced Raster Graphics (Studio)* (formerly Graphic Software Studies 2) (3 q.h.)

Identification and application of pixel/raster-based paint programs such as Adobe Photoshop. Limited enrollment. (*Laboratory fee.*) Prereq. ART 4185.

ART 4189 Advanced Electronic Publishing Design (Studio)* (formerly Graphic Software Studies 3) (3 q.h.)

Identification and application of layout, design, imposition, and trapping programs such as Quark Xpress, Adobe Photoshop and Illustrator, DK&A INposition, and Trapper.

Using these programs students will develop a production plan to minimize problems that arise during the prepress and printing operations. Limited enrollment. (*Laboratory fee.*) Prereq. ART 4187.

ART 4191 3D CADD Applications (Studio)* (formerly CADD-Computer-aided Design and Drafting) (3 q.h.) This course is designed to provide the basic understanding of features and operational protocol needed to operate a Computer-Aided Design Program. The course will explore drafting and technical features common to the computer graphic industry. The instructional methods will include discussion and demonstrations of drafting and illustration concepts, software operation demonstrations, and hands-on computer applications. Students will develop portfolio quality materials as a requirement of the course. (*Laboratory fee.*) Prereq. ART 4181.

ART 4195 Introduction to Digital Imaging (Studio)* (3 q.h.) Introduction to digital imaging for visual artists. Acquaints the beginner with the use of Adobe Photoshop to create or manipulate photographic imagery. Weekly assignments, demonstrations, hands-on lab experience, and a final portfolio. (*Laboratory fee.*)

ART 4204 Italian Renaissance Art (3 q.h.) Survey of Italian painting, sculpture, and architecture of the fifteenth and sixteenth centuries, with special attention to their historical, cultural, and social contexts. Considers how Renaissance ideals were reflected in the renewed interest in classical harmony and order, and in the growing self-awareness, individualism, and naturalism of the time. Covers such artists as Giotto, Donatello, Botticelli, Michelangelo, da Vinci, Raphael, and Titian.

ART 4212 Nineteenth Century Painting (3 q.h.) A study of European painting of the nineteenth century, focusing on Neo-Classicism, Romanticism, Realism and especially Impressionism. The course emphasizes French painting, but it also considers important developments in Spain, England, and Germany.

ART 4213 Modern Painting (3 q.h.) Developments in painting from the late nineteenth century through the early 1930s, examining major schools, movements, and artists from Post-Impressionism through Surrealism. Focuses on important shifts in painting concepts and the rise of innovative modes of expression instrumental in establishing the foundation of Modernism.

ART 4214 Contemporary Painting (3 q.h.) Developments in painting from the early 1940s to the present, including major schools, movements, and artists. Focuses on the cultural impact of the exodus of artists from Europe to the United States prior to World War II, the meteoric rise of Abstract Expressionism, and the diversity of movements since World War II, such as Pop Art, Minimalism, Conceptual Art, and New Realism.

ART 4220 American Art (formerly American Painting and Sculpture) (3 q.h.) American painting and sculpture from colonial times through the early 1930s. Includes the study of painting from itinerant colonial "limners" through Copley, Benjamin West, and the English tradition; the Hudson River School; Eakins, Hopper, Marin, Stella, and O'Keeffe; and the founding of American Modernist painting. Also examines sculpture from colonial gravestone reliefs through Rush, Augur, and the public monuments of French, Saint-Gaudens, and Calder.

ART 4223 American Architecture (3 q.h.) American architecture from the Colonial period through the early 1930s. Includes the seventeenth-century Early American style, the eighteenth-century Georgian style, the Republican style, mid-nineteenth-century Revival styles, the Stick-and-Shingle styles, Richardsonianism, Sullivan and the rise of the skyscraper, and Frank Lloyd Wright.

ART 4228 Twentieth-Century Architecture (3 q.h.) A study of the forms and principles of European and American architecture of the twentieth century, with particular emphasis on the work of such key figures as Frank Lloyd Wright, Mies van der Rohe, Le Corbusier, and Louis Kahn, and such influential movements as the Dutch de Stijl, Russian constructivism, and American post-modernism.

ART 4230 History of Photography (3 q.h.)
Developments in photography from the early daguerreotypes to the present. Includes major movements, styles, artists, and significant technological developments. Slide lectures and assigned readings.

ART 4251 Portfolio Development (Studio)* (formerly Advanced Graphic Design) (3 q.h.)

Portfolio-development course for students who have successfully completed all other major courses in the Graphic Design and Visual Communication associate's degree program. The emphasis in this capstone course is on professional design skills and personal style. *Prereq.* 39 q.h. of graphic design courses.

ART 4366 Promotional and Technical Publications: Design and Production (Studio)* (3 q.h.)

Design, production, and economics of promotional and technical publications. Using a desktop design/publishing system, students explore creative solutions in producing marketing, advertising, and sales-support publications as well as technical service manuals, operating guides, and other documentation. (*Laboratory fee.*) *Prereq.* ART 4183. *Not open to students who have taken ART 4364 or ART 4365.*

ART 4367 Pictorial Imagery for the Graphic Designer (Studio)* (formerly Illustration) (3 q.h.)

An introductory course in image conceptualization including photography and illustration. Techniques and methods covered include cropping and scaling, photo shoots and art direction, photo manipulation, research and buying original art and stock.

ART 4368 Graphic Design for Media (3 q.h.)

Surveys the expanding use of slide-tape, multi-image, and multi-media video and film in areas ranging from public relations and sales to documentary and entertainment presentations. The collaborative role of writers, producers, and art directors in the design and production of media projects, particularly audio-visual projects, is explored. *Prereq.* ART 4151.

ART 4402 Marketing Strategies for Printing and Publishing (3 q.h.)

Topics include the integrated nature of marketing; the relationship of marketing to prod-

uct development; advertising, promotion, and sales; the creation of marketing support materials; and the development of an overall marketing plan and timeline.

ART 4421 Methods of Book Design (Studio)* (3 q.h.)

The basic terminology, tools, and skills of book design. Students practice drawing layouts, casting off manuscript, specifying type, and dummyping pages.

ART 4475 Graphic Arts Production Control (3 q.h.)

The techniques of managing production in commercial printing and publishing plants. Specialization vs. standardization, production forecasting and control; routing and planning; records of production; quality control; and effective use of personnel. Various production management controls of web- and sheet-fed, commercial, and publication printing are presented, analyzed, and discussed.

ART 4479 Estimating Procedures for the Graphic Arts (3 q.h.)

Basic estimation procedures and principles for single- and multi-color printing. All facets of planning the job for estimating: design and layout, typography, paper, prep and plates, presswork, binding, and finishing. Emphasis throughout is on active student participation in solving practical estimation problems.

ART 4600 Fundamentals of Publishing (3 q.h.)

An overview of the publishing industry, from the initial "why" to new trends and how they effect its future. Topics covered include: acquisitions, editorial work, design and art preparation, production and manufacture, marketing, and the importance of coordinating all functions within a publishing company.

ART 4605 Rights and Reproductions (3 q.h.)

An overview of the copyright law and subsidiary rights, including the negotiation of rights in the original contract, the role of the permissions editor, and current contract and legal issues facing writers and editors today.

**Courses designated "(Studio)" meet for 3 1/2 hours.*

ART 4810 Honors Program 1 (4 q.h.)
Opportunity to undertake an in-depth research study project. See page 29 for details.
Prereq. 96 q.h., 3.5 q.p.a.

ART 4811 Honors Program 2 (4 q.h.)
See ART 4810.

ART 4812 Honors Program 3 (4 q.h.)
See ART 4810.

ART 4815 Advanced Tutorial 1 (3 q.h.)
Opportunity to take upper-level course independently. See page 29 for details. *Prerequisite* 87 q.h.

ART 4816 Advanced Tutorial 2 (3 q.h.)
See ART 4815.

ART 4820 Independent Study 1 (3 q.h.)
Opportunity to undertake special research. See page 29 for details. *Prereq.* 96 q.h., 3.0 q.p.a.

ART 4821 Independent Study 2 (3 q.h.)
See ART 4820.

ART 4822 Independent Study 3 (3 q.h.)
See ART 4821.

ART 4823 Field Work in Art (6 q.h.)
Designed to enhance career development by allowing students to earn credit for the application of their academic backgrounds to practical problems in the work place. See page 29 for details.

AMERICAN SIGN LANGUAGE

ASL 4101 American Sign Language 1 (4 q.h.)
Introduction to American Sign Language, the language used by members of the Deaf community in the United States and parts of anglophone Canada. Focuses on conversation in signs, basic rules of grammar, and cultural aspects of the Deaf community.

ASL 4102 American Sign Language 2 (4 q.h.)
Continuation of basic American Sign Language and culture study, in which students further their ability to describe and discuss everyday matters and situations in a culturally appropriate manner, using their growing sign vocabulary, more complex grammatical principles, and communicative strategies which assist in being understood by sympathetic Deaf listeners. *Prereq.* ASL 4101.

ASL 4201 Intermediate American Sign Language 1 (4 q.h.)
Focuses on further developing visual-spatial orientation and manipulation skills, sign vocabulary, and complex sentence structures. Student goals are to learn to handle most uncomplicated communications and social situations in a culturally appropriate way. *Prereq.* ASL 4102.

ASL 4202 Intermediate American Sign Language 2 (4 q.h.)
Continued work on developing a number of strategies for opening, sustaining, and closing general conversations on a range of topics; students further develop the ability to question, narrate, and give increasingly detailed descriptions of activities, interactions, plans, and directions; and understand and make themselves understood by ASL users. *Prereq.* ASL 4201.

ASL 4301 Advanced American Sign Language Proficiency 1 (4 q.h.)
Continued vocabulary building, refinement of grammatical principles, and practice of effective communicative strategies used to make oneself understood. Focuses on the structure and use of connected discourse. Students begin to converse in a clearly participatory fashion and to narrate and describe, linking sentences together smoothly. *Prereq.* ASL 4202.

ASL 4302 Advanced American Sign Language Proficiency 2 (4 q.h.)
Continuation of Advanced ASL 1. Student goal is to demonstrate the ability to initiate, sustain, and close a wide variety of communication situations, from simple to complex; to communicate facts and talk casually about topics of current public and personal interest; to discuss, narrate, and describe, linking sentences together smoothly; and to understand and be easily understood by native ASL users. *Prereq.* ASL 4301.

ASL 4410 Linguistics of American Sign Language (3 q.h.)
For skilled ASL signers. Conducted in ASL, the course is descriptive and data-oriented rather than theoretical. Includes the parts of

a sign; building words in ASL; sentence structure; the meaning and issue of iconicity; organization of sentences according to old and new information; and the structure of stories. Also, grammatical features of ASL, such as classifiers, specifiers, verb modulations and aspects, and the role of facial expression. *Prereq.* ASL 4302 and ENG 4501.

ASL 4411 Deaf History (3 q.h.)

The history of Deaf people in the Western world, with emphasis on the American Deaf community, its language, education, and relations with hearing society. *Prereq.* ASL 4302 and ASL 4412.

ASL 4412 American Deaf Culture (3 q.h.)

The status of Deaf people as both a linguistic and cultural minority. Raises questions concerning the nature of signed language and its varieties, the education of Deaf people, the historical treatment of deafness, the sociological and cultural makeup of Deaf individuals. *Prereq.* ASL 4302.

ASL 4413 ASL Literature (formerly Deaf Literature) (3 q.h.)

Covers various genres of literature by and about Deaf people. Concentrates on Deaf characters and the influences Deaf culture and Deaf history have on the literary works. Includes selected works from the early 1900s to the present, including videotaped materials. *Not open to students who have taken ASL 4401. Prereq.* ASL 4302 and ASL 4412.

ASL 4415 Deaf Community Practicum (3 q.h.)

Forty hours of service in programs and agencies within the Deaf community. Biweekly seminar on issues of social and professional dynamics, empowerment, and interactions of Deaf and hearing people. *Prereq.* ASL 4302, ASL 4410, ASL 4412 and either ASL 4411 or ASL 4413.

ASL 4600 Introduction to Interpreting (formerly ASL 4501 Sign Language Interpreting 1) (3 q.h.)

Overview of the field of interpretation. Emphasis is on exploring ASL-English interpretation as a career option by identifying requisite responsibilities, skills, and aptitudes, the process of becoming an interpreter, employment options, and current issues in the field. *Prereq.* ASL 4302, ENG 4501, ASL 4410, ASL 4412 and either ASL 4411 or ASL 4413; *co-requisite with Deaf Community Practicum.*

ASL 4601 The Interpreting Process 1 (formerly American Sign Language-English Interpreting 1) (4 q.h.)

Study of the process of interpretation, overview of theoretical models, practice of requisite skills and process tasks, application of skills and theory to the translation process. *Prereq.* ASL 4600 with a grade of "B" or better, *plus a clear pass on the screening for entry.*

ASL 4602 The Interpreting Process 2 (formerly American Sign Language-English Interpreting 2) (4 q.h.)

Continuation of the study of the interpretation process, including practice of requisite skills and process tasks of increased complexity. Application of process skills, contrastive cultural analysis and teaming skills to the consecutive interpretation process. *Prereq.* ASL 4601 and ASL 4609 with a grade of "B" or better.

ASL 4603 The Interpreting Process 3 (formerly American Sign Language-English Interpreting 3) (4 q.h.)

Continuation of the study of the interpretation process, including practice of requisite skills and process tasks of increased complexity, and application of process skills and contrastive group dynamics and discourse analysis to the simultaneous interpretation process. *Prereq.* ASL 4602 and ASL 4606 with a grade of "B" or better.

ASL 4604 Special Topics in Interpreting (3 q.h.)

Exploration of various topics in the field of interpreting and/or the theory and practice of specialized work. Topics rotate and may include such topics as current professional and ethical models, health issues for interpreters, interpreting in mental health, legal, or medical settings, and interpreting for deaf-blind individuals. Students may take this course up to three times for credit, provided they focus on a different topic each time. *Prereq.* instructor's permission.

ASL 4607 Interpreting Lab (4 q.h.)

Practice in consecutive and simultaneous interpreting skills, with constructive feedback. *Prereq.* ASL 4603 with a grade of "B" or better.

ASL 4608 Practicum 1 (formerly Practicum) (4 q.h.)

Sixty hours of observation of interpreters at work in various settings serving Deaf people.

Biweekly seminar focuses on linguistic and ethical questions and dilemmas. *Prereq.* All other courses in the Interpreting certificate with a grade of "B" or better.

ASL 4609 Contrastive Analysis for Interpreters (4 q.h.)

Study of the major linguistic features and cultural features of Deaf and non-Deaf communities. Compares and contrasts basic similarities and differences in the structures of ASL and English and the values, beliefs, and norms of the Deaf and non-Deaf communities. Primary focus is on pragmatics and discourse and on increasing students' awareness of American Deaf culture and general American culture. *Corequisite with Interpreting Process 1. Prereq.* ASL 4600 with a grade of "B" or better, plus a clear pass on the screening for entry.

ASL 4610 Interpreters at Work (3 q.h.)

Exploration of the day-to-day concerns of working as an interpreter, focusing on group dynamics and various populations, settings, and environmental factors, business aspects of the field, and how and when to work as a team. Focuses further attention on increasing awareness of American Deaf culture and general American culture. *Prereq.* ASL 4607 with a grade of "B" or better.

ASL 4612 Interpreter Role and Ethics (4 q.h.)

Exploration of ethical standards and dilemmas in ASL-English interpretation through the use of discussion, hypothetical situations, and role play. Emphasis is on values, ethics, and morality; professional principles: power, responsibility, and group dynamics; and the decision-making process. *Prereq.* ASL 4602 with a grade of "B" or better.

ASL 4613 Practicum 2 (4 q.h.)

See ASL 4608.

ASL 4801 Advanced Tutorial in ASL 1 (4 q.h.)

Opportunity for qualified students to take a required upper-level ASL course as a tutorial when it is not available in the usual format. See page 29 for details.

ASL 4802 Advanced Tutorial in ASL 2 (4 q.h.)

See ASL 4801.

ASL 4803 Independent Study 1 (3 q.h.)

Opportunity to undertake special research. See page 29 for details.

ASL 4804 Independent Study 2 (3 q.h.)

See ASL 4803.

ASL 4805 Independent Study 3 (3 q.h.)

See ASL 4803.

BIOLOGY

(See Biotechnology for additional BIO course selections)

BIO 4107 Biology 1 (Principles) (formerly BIO 4103) (3 q.h.)

This course provides an introduction to a variety of biological concepts. Plant and animal characteristics are surveyed through comparisons of cell structure and function. Specific topics include: Cytology, Histology, Physiology, Genetics, Cellular respiration, and Botany. *The required laboratory is BIO 4110, Lab for Biology 1. (1 q.h.) (Laboratory fee.)*

BIO 4108 Biology 2 (Diversity) (formerly BIO 4104) (3 q.h.)

Experience the diversity of life through a systematic survey of organisms. Beginning with unicellular algae, this course follows the major evolutionary trends leading to complex forms. Specific elements of structure, function, and natural history will be examined. *The required laboratory is BIO 4111, Lab for Biology 2. (1 q.h.) (Laboratory fee.) Prereq.* BIO 4107 or equiv.

BIO 4109 Biology 3 (Animal) (formerly BIO 4105) (3 q.h.)

This course provides an introduction to basic animal structure and function. The anatomy of each body system is described. Physiological processes such as hormonal control, nerve impulse transmission, muscular contraction, and the immune response are introduced. *The required laboratory is BIO 4112, Lab for Biology 3. (1 q.h.) (Laboratory fee.) Prereq.* BIO 4107, BIO 4108 or equiv.

BIO 4125 Biology of AIDS (3 q.h.)

This course will explore the biological aspects of AIDS in order to understand the complexities inherent in finding a cure. Topics include: the origins of the disease; the destruction of the immune system; factors influencing the pathogenesis of HIV in AIDS and modes of transmission. The epidemiology and projected spread as well as the medical aspects of current treatment modalities will be discussed.

BIO 4161 Human Anatomy and**Physiology 1** (formerly BIO 4175) (3 q.h.)

Topics include terminology and basic gross organization of the body, functional anatomy of the musculoskeletal system and an overview of the thoracic and abdominal viscera. The laboratory is concerned with the study of the human skeleton and appropriate dissections. *The required laboratory is BIO 4165, Lab for Human Anatomy and Physiology 1. (1 q.h.) (Laboratory fee.) Although there is no prereq., prior coursework in general biology is recommended.*

BIO 4162 Human Anatomy and**Physiology 2** (formerly BIO 4176) (3 q.h.)

Properties of cell membranes; anatomy and physiology of the nervous system; special senses; endocrinology. The laboratory includes membrane physiology, gross and microscopic anatomy of the nervous and endocrine system and testing of somatic and special senses. *The required laboratory is BIO 4166, Lab for Human Anatomy and Physiology 2. (1 q.h.) (Laboratory fee.) Prereq. BIO 4161 or equivalent is recommended.*

BIO 4163 Human Anatomy and**Physiology 3** (formerly BIO 4177) (3 q.h.)

Anatomy and physiology of the respiratory, cardiovascular, digestive, urinary, and reproductive systems; fetal development. The laboratory emphasizes the physiology of these systems. *The required laboratory is BIO 4167, Lab for Human Anatomy and Physiology 3. (1 q.h.) (Laboratory fee.) Prereq. BIO 4162 or equiv.*

BIO 4207 Microbiology 1 (formerly BIO 4190) (2 q.h.)

Historical survey of microbiology emphasizing the close relationship between the development of technology and science. Comparisons of procaryotic and eukaryotic cellular morphology and physiology including bioenergetics, carbohydrate metabolism, and cellular nutrition and growth. *The required laboratory is BIO 4210, Lab for Microbiology 1. (1 q.h.) (Laboratory fee.) Prereq. BIO 4109 or equiv.*

BIO 4208 Microbiology 2 (formerly BIO 4191) (2 q.h.)

Viral replication, microbial genetics, bacterial taxonomy and evolution are studied. Principles of immunity with techniques such as ELISA, RIA, immunoelectrophoresis and

monoclonal antibodies. *The required laboratory is BIO 4211, Lab for Microbiology 2. (1 q.h.) (Laboratory fee.) Prereq. BIO 4207 or equiv.*

BIO 4209 Microbiology 3 (formerly BIO 4192) (2 q.h.)

Emphasis is on medically and environmentally important microorganisms. The principles of epidemiology and public health related to food, water and sewage microbiology and the role of microbes in fermentation, industrial and environmental microbiology are discussed. *The required laboratory is BIO 4212, Lab for Microbiology 3. (1 q.h.) (Laboratory fee.) Prereq. BIO 4208 or equiv.*

BIO 4215 Anatomy and Physiology A

(formerly BIO 4178) (3 q.h.) (Registration restricted to paramedic students.)

Human anatomy and physiology. Describes the cell and its physiology, the structure of tissues, the anatomy and physiology of the cardiovascular system and blood, the respiratory system, and the urinary system. *The required laboratory is BIO 4217, Lab for Anatomy and Physiology A. (1 q.h.) BIO 4215 and BIO 4216 may not be substituted for BIO 4161, 4162, 4163.*

BIO 4216 Anatomy and Physiology B

(formerly BIO 4179) (3 q.h.) (Registration restricted to paramedic students.)

Continuation of BIO 4215. Describes the anatomy and physiology of the nervous system, skeletomuscular system, digestive system, endocrine and reproductive systems. *The required laboratory is BIO 4218, Lab for Anatomy and Physiology B. (1 q.h.) Prereq. BIO 4215. BIO 4215 and BIO 4216 may not be substituted for BIO 4161, 4162 and 4163.*

BIO 4224 Ecology 1 (3 q.h.)

Introduction to the concepts of limiting factors, biogeochemical cycles, trophic levels and energy transfer and their relationship to the structure and function of populations, communities, and ecosystems. *Prereq. Knowledge of General Biology.*

BIO 4225 Ecology 2 (3 q.h.)

Principles applied to soil ecology and aquatic systems with special references to physicochemical factors, typical habitats and communities. Eutrophication and toxic chemical groundwater pollution. *Prereq. BIO 4224 or equiv.*

BIO 4226 Ecology 3 (3 q.h.)

Introduction to air pollution including its sources and its effects on human health. The green house effect, acid rain and ozone depletion are discussed as well as the fundamentals of pesticides and pest control. Study of land resources. *Prereq.* BIO 4225 or *equiv.*

BIO 4235 Genetics 1 (3 q.h.)

Topics include Mendelian inheritance, the physical basis of heredity and genetic variation (linkage, crossing over and chromosome mapping), bacterial genetics, extra-chromosomal inheritance, nucleic acid structure, nucleic acid replication and the expression of genes. *Prereq.* BIO 4109.

BIO 4236 Genetics 2 (3 q.h.)

Molecular basis of heredity including gene mutations and repair, applications of recombinant DNA, genomic organization, and regulation of gene expression. Reflections on emerging topics including behavior, cancer, development, evolution, immunity and population genetics. *Prereq.* BIO 4235 or *equiv.*

BIO 4237 Genetics Laboratory (2 q.h.)

Genetics 3, the lab course complementing BIO 4235 and BIO 4236 (Genetics 1 and 2), includes experiments based on classical genetics (*Drosophila*, *Sordaria*) and modern genetic engineering (cloning, restriction mapping and PCR). *Prereq.* BIO 4236 or *equiv.*

BIO 4246 Cell Biology 1 (3 q.h.)

Chemical composition, structure of cells and organelles, transport processes, cell motion and excitability, and growth. *Prereq.* BIO 4109, and CHM 4135 or *equiv.*

BIO 4247 Cell Biology 2 (3 q.h.)

Cellular energy supply, enzyme function, respiration and metabolism, photosynthesis and other synthetic pathways, and control of cellular processes. *Prereq.* BIO 4246 or *equiv.*

BIO 4248 Cell Biology Laboratory (2 q.h.)

Laboratory techniques in cell biology, microscopy, structure and chemical composition of cells, enzyme measurements, photosynthesis, respiration, active transport, and growth. (Laboratory fee.) *Prereq.* BIO 4247 or *equiv.*

BIO 4258 Advanced Human Physiology 1 (3 q.h.)

Study of human physiology emphasizing cellular processes and underlying organ functions and the interactions and control of or-

gan systems. Selected physiological topics are considered as time allows. *Prereq.* General Biology or permission of the instructor.

BIO 4259 Advanced Human Physiology 2 (3 q.h.)

Cardiovascular considerations; the immune system; the AIDS problem; biological control mechanisms; selected endocrine topics. *Prereq.* BIO 4258.

BIO 4300 Computer Applications in Science (3 q.h.)

This course introduces students to main-frame VAX/VMS BASIC, and covers programming techniques suited to solving scientific problems. It is designed to cover topics appropriate for an introductory course on various program applications in science. *Prereq.* experience with computers.

BIO 4331 Medical Microbiology (3 q.h.)

(Summer Quarter only) Major characteristics of disease-producing organisms. *The required laboratory is BIO 4332, Lab for Medical Microbiology. (1 q.h.) (Laboratory fee.) Prereq.* BIO 4209 or professional laboratory experience in bacteriology.

BIO 4387 Histology 1 (formerly BIO 4374) (2 q.h.)

Examination of cell structure and tissue organization, including epithelium, muscle, and connective tissue. Also covers cartilage, bone, and nervous system. *The required laboratory is BIO 4391, Lab for Histology 1. (1 q.h.) (Laboratory fee.) Prereq.* BIO 4161 or permission of instructor.

BIO 4388 Histology 2 (formerly BIO 4375) (2 q.h.)

Examination of the brain, blood, skin, cardiovascular and lymphatic systems, as well as the gastrointestinal system, including the oral cavity, GI tract, liver, and gall bladder. *The required laboratory is BIO 4392, Lab for Histology 2. (1 q.h.) (Laboratory fee.) Prereq.* BIO 4387 or permission of instructor.

BIO 4389 Histology 3 (formerly BIO 4376) (2 q.h.)

Examination of the respiratory, urinary, and male and female reproductive systems, as well as the endocrine glands and the eyes and ears. *The required laboratory is BIO 4393, Lab for Histology 3. (1 q.h.) (Laboratory fee.) Prereq.* BIO 4388 or permission of instructor.

BIO 4425 Endocrinology (3 q.h.)

Organization of the human endocrine system and the mechanisms of action of the secreted hormones will be reviewed. The course will emphasize the role of the endocrine system in the integration of human physiology. Physiological disorders associated with abnormal endocrine function will be discussed. *Prereq.* BIO 4163 or *equiv.*

BIO 4452 Parasitology (formerly BIO 4441) (3 q.h.)

Parasitic organisms, particularly those affecting humans and domestic animals, and their life cycles, modes of transmission, and diagnosis and treatment. Includes microscopic examination of prepared and live material. *The required laboratory is BIO 4453, Lab for Parasitology. (1 q.h.) (Laboratory fee.) Prereq.* BIO 4107 or *instructor's permission.*

BIO 4603 Scanning Electron Microscopy (formerly BIO 4600) (3 q.h.)

Designed for laboratory personnel in the life sciences, medical, and biotechnology fields with no formal training in electron microscopy. This course offers practical, comprehensive instruction in the theory and practice of scanning electron microscopy (SEM). Topics to be covered include: design and operation of the SEM; beam/specimen interactions; applications of SEM in sciences and industry; and current advances in SEM technology. Laboratory exercises will provide a working knowledge of specimen preparation through basic photographic, darkroom procedures and the publication of quality electron micrographs. *(Laboratory fee.) Class limited to 12 students. Prereq.* Laboratory experience.

BIO 4604 Transmission Electron Microscopy (formerly BIO 4601) (3 q.h.)

Designed for laboratory personnel in the sciences, medical, and biotechnical fields with no formal training in electron microscopy. This course offers practical, comprehensive instruction in the theory and practice of transmission electron microscopy (TEM). Topics to be covered include: design and operation of the TEM; electron optics; quantitative and localization techniques; and electron micrograph interpretation. Laboratory exercises will emphasize routine specimen preparation, TEM operation and maintenance and production of electron micrographs. *(Laboratory fee.) Limited to 12 students. Prereq.* Laboratory experience.

BIO 4605 Principles of Light Microscopy and Histotechnique (formerly BIO 4602) (3 q.h.)

This course is designed to instruct life science, medical, and biotechnology students in the fundamental principles of light microscopy, and its application in biological research. The framework of this course will involve a standard histological approach to specimen preparation, including: chemical fixation, paraffin embedding, sectioning and staining. Upon this framework more specialized techniques such as cryo-sectioning and fluorescence microscopy will be introduced. Finally the student will be exposed to advanced techniques and emerging technologies in light microscopy. *(Laboratory fee.) Prereq.* Laboratory experience.

BIO 4700 Advanced Tutorial 1 (4 q.h.)

Opportunity to take upper-level course independently. See page 29 for details. *Prereq.* 87 q.h.

BIO 4701 Advanced Tutorial 2 (3 q.h.)

See BIO 4700.

BIO 4801 Independent Study 1 (4 q.h.)

Opportunity to undertake special research. See page 29 for details. *Prereq.* 96 q.h. and 3.0 q.p.a.

BIO 4802 Independent Study 2 (3 q.h.)

See BIO 4801.

BIOTECHNOLOGY

(See BIO, CHM and HSC for additional course selections)

BIO 4260 Cell, Tissue and Organ Culture (3 q.h.)

General principles and techniques of tissue culture and preservation. The behavior of cells in culture, cell lines and relevant media are discussed. Methodology of animal and plant culture and its use in virology, cancer research and radiobiology. *Prereq.* Cell Biology or *permission of instructor.*

BIO 4455 Introduction to Biotechnology (3 q.h.)

Examines the historical development, basic technologies, and commercial potential of biotechnology. Basic biological concepts are first reviewed including the steps leading to the 20th century revolution in molecular and

cell biology. The technology of recombinant DNA, monoclonal antibody production, and nucleic acid probe development are outlined along with their therapeutic, diagnostic, and experimental uses. Newer, emerging technologies and applications are discussed where appropriate. The commercial state-of-the-art and its developmental marketing problems are included. *Prereq. one year each, college-level biology and chemistry, or permission of instructor.*

BIO 4461 Immunology (4 q.h.)

Biological, chemical, and physical attributes of antigens and antibodies, together with their serological interactions. *Prereq. one year each college-level biology and chemistry, or permission of instructor.*

BIO 4501 Development of New Vaccines (3 q.h.)

The nature of infection, parasitic organisms (bacterial and viral), pathology and immune responses will be discussed in terms of host-parasite interactions. Emphasis will be placed on methods used for the identification of potential vaccine antigens. New techniques for vaccine design, expression and delivery are examined. Classical and current strategies used to produce effective vaccines will be discussed. Emphasis will be placed upon acquiring a general understanding of the process of vaccine development that can be applied to specific examples. *Prereq. one year each college-level biology and chemistry or instructor's permission.*

BIO 4510 Introduction to Immunodiagnosics (3 q.h.)

Fundamentals of immunodiagnosics with emphasis on the application of principles to nursing, medical laboratory science, and biology. *Prereq. BIO 4461, one year each college-level biology and chemistry, or instructor's permission.*

BIO 4511 Recombinant DNA Technology (3 q.h.)

Provides a solid coverage of recombinant DNA technology. Included are gene sequencing, PCR, protein engineering, and other major R-DNA techniques. The applications of R-DNA technology in plants, animals, and human gene therapy are included as well as the industrial and pharmaceutical applications currently being developed in microbial host systems. *Prereq. BIO 4455 or equiv.*

BIO 4512 Biomolecular Purification and Downstream Processing (3 q.h.)

Principles and practice of separation, purification, filtration and drying of biomolecules. Affinity chromatography, centrifugation techniques, membrane separations, tangential flow filtration, and freeze drying. Basic scientific principles as well as production and scale-up issues when operating under GLP and cGMP's. *The required lab is BIO 4518, Lab for Biomolecular Purification and Downstream Processing (1 q.h.). (Laboratory fee.)*

BIO 4513 Production Regulatory Affairs, Current Good Manufacturing Practices and ISO 9000 (3 q.h.)

Designed for degree and non-degree candidates. History of regulations and current interpretation of those regulations including the CFR's, Points to Consider, and U.S. Pharmacopoeia. Considerations of implementation including tracability, documentation responsibilities, personnel and process flow, segregation and labeling of products to prevent cross-contamination, quarantining and testing incoming reagents, in-process testing, sterility testing, environmental monitoring, facility requirements, QC testing, Quality Assurance functions, batch records, training records, gowning, and validations.

BIO 4514 R & D Regulatory Affairs, Good Laboratory Practices and Clinical Trials (3 q.h.)

Designed for degree and non-degree candidates. History and current interpretation of regulations involved in development of new biotechnology products. Focus on issues critical to research and process development prior to licensure of biologic, drug and device products by the FDA. Transition from GLP's to cGMP's as a product moves through clinical trials. Basic understanding of auditing clinical trials.

BIO 4515 Bioreactors and Fermentation/Lab (3 q.h.)

Principles of microbiology, biochemistry, cell biology and genetic engineering as applied to bioreactor technology. Fermentation kinetics, media composition, and oxygen requirements of bacterial, yeast and mammalian cell culture. Bioreactor design, scale-up and cell separation considerations. *The required lab is BIO 4519, Lab for Bioreactors and Fermentation (1 q.h.). (Laboratory fee.) Prereq. BIO 4207 or equivalent.*

BIO 4516 Quality Control and Validation Issues/Lab (3 q.h.)

Designed for degree and non-degree candidates. Course offers practical instruction in the basics of quality control and process/facility validation for the biotechnology industry. Review of appropriate regulations. It includes personnel and process flow, environmental and water testing, sterility testing, and incoming material and in-process testing. Establishment of a master validation plan, description of facility, equipment and process validations as well as cleaning validations. *The required lab is BIO 4520, Lab for Quality Control and Validation Issues (1 q.h.). (Laboratory fee.)*

BIO 4612 Advanced Recombinant DNA Technology (3 q.h.)

Study of microbial molecular biotechnology including bioremediation, biomass utilization, and large scale fermentation processes using recombinant microorganisms. The isolation of human disease-causing genes by using recombinant DNA technology is discussed and the course concludes with a brief introduction to the regulation of molecular biotechnology and the patenting of biotechnology inventions. *Prereq. BIO 4511.*

BIO 4700 Advanced Tutorial 1 (4 q.h.)

Opportunity to take upper-level course independently. See page 29 for details. *Prereq. 87 q.h.*

BIO 4701 Advanced Tutorial 2 (3 q.h.)

See BIO 4700.

BIO 4801 Independent Study 1 (4 q.h.)

Opportunity to do an independent research project. See page 29 for details. *Prereq. 96 q.h., 3.0 q.p.a.*

BUSINESS LAW

BL 4101 Law 1 (3 q.h.)

Introduction to the legal system. Study of the nature, formation, and essential elements of contracts, including performance and remedies for breach. Also covers agency law, including the rights and duties of principal and agent, the scope of authority, and relationships to third persons.

BL 4102 Law 2 (3 q.h.)

Sales as governed by the Uniform Commercial Code, including the law of warranty, business organizations, partnerships, corporations, and other important business forms. *Prereq. BL 4101.*

BL 4105 Law (Intensive) (6 q.h.)

Same as BL 4101 and BL 4102.

BL 4106 Advanced Business Law (3 q.h.)

A study of legal topics of current importance in business law. The legal concerns of the start-up entrepreneur, wrongful termination of employment, bankruptcy problems and other selected topics. Independent study will be encouraged. *Prereq. BL 4102.*

BL 4120 Law for Personal Planning (3 q.h.)

Legal aspects of personal and family planning, including consumer rights, wills and estate planning, marital law, real estate purchase, tenants' rights, and other selected topics of interest.

BL 4314 Computer Law (3 q.h.)

Study of legal issues involving computers; including acquisition of software and hardware, proprietary rights and licenses, rights of privacy, computer crimes and other relevant topics.

BL 4315 The Business of Sports Law (3 q.h.)

This course examines contracts, the legal system and intercollegiate athletics. Topics include intercollegiate athletic opportunities for women and sex discrimination, television and the media in sports, issues in turning professional, drug testing, trademark law and legal considerations involving violence, gambling, taxes and anti-trust law.

BL 4316 International Business Law (3 q.h.)

Surveys the leading principles in international business law as applied in decisions of domestic and international courts; the sources, development and authority of international business law, such as the laws of the European Common Market; and the making, interpretation and enforcement of treaties, and the organization and jurisdiction of international tribunals.

CAREER DEVELOPMENT

CD 4100 Managing Career Decisions (3 q.h.)

Understand the importance of taking control of one's life and career decisions. Students complete a self-assessment including an evaluation of skills and competencies, values, interests, and personal style. Students explore a variety of career options both through library and field research. Emphasis on decision-making, goal setting, and implementing career and educational plans. Overview of job campaign includes introduction to resume preparation, network development, and interviewing techniques. *(Note: CD 4102, CD 4103 and CD 4104 combined are equivalent to CD 4100).*

CD 4102 Career Decision Making (1 q.h.)

For students who are unclear about career direction. A day-long session intended to help students develop self-understanding which is the basis of sound career decisions. Through individual and group activities participants will identify their skills and interests, and address personality and lifestyle preferences. Students will be introduced to a decision-making model and given an opportunity to develop a preliminary action plan by identifying next steps for themselves in the career development process.

CD 4103 Exploring Career and Market Trends (1 q.h.)

Provides an overview of the workplace and current market trends and introduces students to resources for researching economic indicators and occupational alternatives. Informational interviewing will be presented and students will have an opportunity to practice interviewing skills. Students will complete library research on one economic trend and one career alternative and conduct informational interviews in a career area of interest to them.

CD 4104 Career Planning/Self-Marketing (1 q.h.)

For students who are clear about direction and preparing for a job search campaign. A day-long session intended to help students develop effective strategies for job searching in today's market. Particular attention will be given to developing and using a

network of professional contacts. On-line job search resources will also be highlighted. Job search correspondence, including resumes and cover letters, will be reviewed. Interviewing skills will be covered, with special attention given to preparing for interviews, handling difficult questions, and negotiating salary and benefits. Finally, students will set realistic goals for their job search and develop an action plan to meet those goals.

CD 4105 Succeeding in the Workplace (1 q.h.)

This course will provide information on the cultures and changing expectations of organizations and techniques for evaluating work environments. Aimed at students who have successfully landed a new job, the course will address appropriate behaviors for professionals in the workplace. Topics of discussion will include building relationships with your boss and colleagues, developing an entrepreneurial spirit and customer orientation, and establishing credibility. Building skills in team collaboration, communication, and problem-solving will be emphasized.

CD 4112 Building An International Career (1 q.h.)

Provides an overview of the world market place, the most typical patterns of building an international career, the main employment sectors and the essentials in approaching the job market in other countries. Emphasis will be placed on thorough research techniques plus strategies for effective networking. Students will conduct independent research, including informational interviews, and will write a report to demonstrate the research process and to summarize at least one viable plan of action that targets a specific industry in another country.

CD 4114 Exploring Entrepreneurship (1 q.h.)

Starting and operating a kiosk business is examined as a model for small business start-up. Topics will include: determining what product to sell, choosing a location, negotiating a lease, hiring staff, licensing, and marketing. Participants will be introduced to the business plan and its importance in the success of a business. Students will develop an action plan for pursuing a business opportunity.

CHEMISTRY

CHM 4133 Chemical Principles 1 (formerly CHM 4130) (3 q.h.)

Fundamental chemistry concepts, such as symbols, formulas, equations, atomic weights, naming of compounds, chemical reactions, principles of solubility, net ionic equations, redox reactions, solution concentration units, and calculations based on equations. Examples and problems are used to develop these concepts. *The required laboratory is CHM 4140, Lab for Chemical Principles 1. (1 q.h.) (Laboratory fee.) Prereq. MTH 4108 or MTH 4112 or equiv. (can be taken concurrently).*

CHM 4134 Chemical Principles 2 (formerly CHM 4131) (3 q.h.)

Thermochemistry, gases, liquids, atomic structure, periodic properties, bonding, molecular structure, and intermolecular forces. Examples and problems are used to develop these concepts. *The required laboratory is CHM 4141, Lab for Chemical Principles 2. (1 q.h.) (Laboratory fee.) Prereq. CHM 4133 or equiv.*

CHM 4135 Chemical Principles 3 (formerly CHM 4132) (3 q.h.)

Solutions and their behavior, kinetics, equilibrium, acids and bases, and organic chemistry. Examples and problems are used to develop these concepts. *The required laboratory is CHM 4142, Lab for Chemical Principles 3. (1 q.h.) (Laboratory fee.) Prereq. CHM 4134 or equiv.*

CHM 4230 Analytical Chemistry 1 (formerly CHM 4221) (2 q.h.)

Principles of gravimetric and titrimetric analysis (wet chemistry). Introduces statistics as applied to analytical chemistry and examines such topics as chemical equilibrium and acid-base equilibria in simple and complex systems. Gravimetric and titrimetric experiments are performed. *The required laboratory is CHM 4234, Lab for Analytical Chemistry 1. (1 q.h.) (Laboratory fee.) Prereq. CHM 4135 or equiv.*

CHM 4231 Analytical Chemistry 2 (formerly CHM 4222) (2 q.h.)

Continuation of CHM 4230. Covers complex formation titration, precipitation titrations, and oxidation-reduction titrations. Electrical methods of analysis, such as potentiometry, electrolysis, coulometry, and polarography, are discussed and titrimetric analyses and

experiments involving electricity are performed. *The required laboratory is CHM 4235, Lab for Analytical Chemistry 2. (1 q.h.) (Laboratory fee.) Prereq. CHM 4230 or equiv.*

CHM 4232 Analytical Chemistry 3 (formerly CHM 4223) (2 q.h.)

Spectrophotometry as a method of analysis, including ultraviolet, visible, infrared, and fluorescence methods; flame emission; and atomic absorption. Studies of solvent extractions and chromatographic methods of separation, such as gas-liquid chromatography and liquid chromatography. *The required laboratory is CHM 4236, Lab for Analytical Chemistry 3. (1 q.h.) (Laboratory fee.) Prereq. CHM 4231 or equiv.*

CHM 4233 Analytical Chemistry (formerly CHM 4224) (3 q.h.) (Summer Quarter only)

Principles and theories of volumetric, gravimetric, and instrumental analysis. Includes selected topics from CHM 4230, CHM 4231 and CHM 4232. Application made in the laboratory with analyses of unknown samples. *The required laboratory is CHM 4237, Lab for Analytical Chemistry. (1 q.h.) (Laboratory fee.) Prereq. CHM 4135 or equiv.*

CHM 4251 Organic Chemistry 1 (formerly CHM 4261) (3 q.h.)

Nature of carbon in organic compounds. General principles of structure, nomenclature, preparation, uses, and reactions of aliphatic hydrocarbons: alkanes, alkenes, alkynes, cycloalkanes. Constitutional and stereo isomerism. Introduces free radical and ionic mechanisms of reactions. The laboratory generally deals with the preparation and properties of compounds discussed in the lecture. *The required laboratory is CHM 4254, Lab for Organic Chemistry 1. (1 q.h.) (Laboratory fee.) Prereq. CHM 4135 or equiv.*

CHM 4252 Organic Chemistry 2 (formerly CHM 4262) (3 q.h.)

Stereoisomerism: enantiomers and diastereoisomers, optical activity. Introductory chemical kinetics and reaction mechanisms. Nucleophilic substitution reactions of alkyl halides and related compounds. General principles of structure, nomenclature, preparation and reactions of alcohols, ethers and epoxides. Structure of benzene, electrophilic aromatic substitution reactions. The laboratory closely deals with the preparation and properties of compounds discussed. *The required laboratory is CHM 4255, Lab for Organic Chemistry 2. (1 q.h.) (Laboratory fee.) Prereq. CHM 4251 or equiv.*

CHM 4253 Organic Chemistry 3 (formerly CHM 4263) (3 q.h.)

Continuation of CHM 4252. Emphasizes the application of chemical conversions to synthetic problems. Includes functional derivatives of carboxylic acids, sulfonic acids and their derivatives, amines, diazonium compounds, phenols, aldehydes, and ketones. The course is completed by an introduction to biomolecules including carbohydrates, peptides and proteins and oligonucleotides. The use of organic compounds in the medical sciences is emphasized. The laboratory closely deals with the preparation and properties of compounds discussed. *The required laboratory is CHM 4256 Lab for Organic Chemistry 3. (1 q.h.) (Laboratory fee.) Prereq. CHM 4252 or equiv.*

CHM 4321 Instrumental Analysis 1 (3 q.h.)

Basic theory of electrochemistry and electrochemical methods of analysis, including electrode and cell potentials, potentiometric titrations, direct potentiometry (pH meters and specification electrodes), coulometry, voltammetry, polarography, electrogravimetry, and conductometric methods. *Prereq. CHM 4232 or equiv. (This course may serve as preparation for certain graduate courses.)*

CHM 4322 Instrumental Analysis 2 (3 q.h.)

Basic theory of absorption and emission spectroscopy, including ultraviolet and visible spectroscopy, molecular fluorescence and phosphorescence, atomic absorption spectroscopy (flame, arc, spark, and plasma), and infrared and X-ray spectroscopy. *Prereq. CHM 4321 or equiv. (This course may serve as preparation for certain graduate courses.)*

CHM 4323 Instrumental Analysis 3

(formerly Radiochemistry) (3 q.h.)

Topics covered include: x-ray spectroscopy, radiochemical methods, and chromatographic separations. Chromatographic separations include: chromatography, high performance liquid chromatography and planar chromatography. *Prereq. CHM 4322 or equiv. (This course may serve as preparation for certain graduate courses.)*

CHM 4371 Biochemistry 1 (3 q.h.)

Cellular organization, pH buffers; the biochemistry of amino acids, proteins, enzymes, and vitamins. *Prereq. CHM 4253 or equiv.*

CHM 4372 Biochemistry 2 (3 q.h.)

Biochemistry of carbohydrates, lipids, and nucleic acids; bioenergetics; metabolism of carbohydrates. *Prereq. CHM 4371 or equiv.*

CHM 4373 Biochemistry 3 (3 q.h.)

Metabolism of lipids, amino acids, and nucleotides and the biosynthesis of proteins, DNA, and RNA. *Prereq. CHM 4372 or equiv.*

CHM 4381 Physical Chemistry 1 (3 q.h.)

(Physical Chemistry is offered every other year.) Thermodynamics, thermochemistry, First and Second Laws, entropy, and free energy in spontaneous processes. *Prereq. CHM 4133 and MTH 4112 or equiv. (Offered in Fall term 1998.)*

CHM 4382 Physical Chemistry 2 (3 q.h.)

Chemical equilibria, acids and bases, electrochemistry, colligative properties, phase diagrams, thermodynamics of multicomponent systems, and kinetic molecular theory. *Prereq. CHM 4381 or equiv. (Offered Winter term 1999.)*

CHM 4383 Physical Chemistry 3 (3 q.h.)

Kinetics, quantum chemistry, and photochemistry. *Prereq. CHM 4382 or equiv. (Offered Spring term 1999.)*

CHM 4700 Advanced Tutorial 1 (4 q.h.)

Opportunity to take upper-level course independently. See page 29 for details. *Prereq. 87 q.h.*

CHM 4701 Advanced Tutorial 2 (3 q.h.)

See CHM 4700.

CHM 4801 Independent Study 1 (3 q.h.)

Opportunity to take special research. See page 29 for details. *Prereq. 96 q.h., 3.0 q.p.a.*

CRIMINAL JUSTICE

CJ 4101 Administration of Criminal Justice (3 q.h.)

Survey of the contemporary criminal justice system from initial contact with the offender through prosecution, disposition, incarceration, and release to the community. Emphasis on major systems of social control: police, corrections, juvenile justice, mental health systems, and their policies and practices relative to the offender. Legal, empirical, and sociological materials covered.

CJ 4103 Criminology 1 (3 q.h.)

Classical and contemporary criminological theories. Examines their historical development and empirical bases, as well as their significance to the criminal justice process and the rehabilitation/deterrence/punishment of offenders.

CJ 4104 Criminology 2 (formerly Dimensions of Crime) (3 q.h.)

Examination of empirical knowledge about the crime problem in the United States, characteristics of criminals and victims, information about dangerous repeat offenders, and financial costs of crime. Assessment of crime measurement techniques, especially the Uniform Crime Reports and victimization surveys.

CJ 4108 Criminal Law and Procedure 1 (3 q.h.)

Examination of concepts, responsibilities, and liabilities of criminal law and procedure. Topics include basic definitions, evolution of the criminal law system, analysis of substantive criminal law and the procedural process, and interaction between federal and state constitutions. *Prereq.* CJ 4115.

CJ 4109 Criminal Law and Procedure 2 (3 q.h.)

Application of constitutional and statutory concepts including statutory crimes, law of arrest, right to counsel, search and seizure, and applicable criminal procedures. Basic concepts and changing interpretations will be covered. *Prereq.* CJ 4108.

CJ 4110 Constitutional Law (3 q.h.)

History and development of the U.S. Constitution using commentary and case analysis. Topics include the Commerce Clause, procedural due process, state's rights, individual rights and civil liberties, the concept of federal supremacy, and state constitutions. *Prereq.* CJ 4115.

CJ 4114 Introduction to Law 1 (3 q.h.)

Introduction to the legal system of the United States. Presents basic principles of law, an overview of the traditional structure, the legal process, and the private and public law system.

CJ 4115 Introduction to Law 2 (3 q.h.)

Continuation of CJ 4114. Introduces basic tort and contract principles, administrative

law, governmental regulation of business, and topics of concern to criminal justice professionals and students in legal studies. *Prereq.* CJ 4114.

CJ 4118 Juvenile Law (3 q.h.)

Fundamental case law and theory. Topics include care and protection cases (commonly called abuse and neglect), delinquency proceedings, status offense cases, and transfer/waiver cases. *Prereq.* CJ 4115.

CJ 4201 Criminal Investigation 1 (3 q.h.)

Evolution of contemporary investigative techniques and study of investigative effectiveness and organization in crimes such as arson, sexual offenses, larceny, burglary, robbery, forgery, and homicide. Discusses available sources of information and effective interviewing and interrogation techniques.

CJ 4202 Criminal Investigation 2 (3 q.h.)

Continuation of Criminal Investigation 1. Focuses on staffing the investigation unit, information management, establishment of investigative priorities, fiscal restraints, the relationship of criminal investigation to patrol and special units, and crime scene searches including the collection, preservation, and laboratory examination of evidence. Examines special operations such as electronic surveillance, raids, and undercover operations; affidavit construction, court preparation and testimony and the use of scientific methods. Studies those federal laws dealing with due process and other constitutional protections. *Prereq.* CJ 4201.

CJ 4203 Criminalistics 1 (3 q.h.)

Survey of the elements of microscopy, spectroscopy, and basic chemistry as they apply to the study of materials that comprise physical evidence. Covers the procedures for searching, sketching, and photographing crime scenes as well as the recognition, collection, marking, and handling of physical evidence, emphasizing the importance of maintaining the integrity of each sample. Studies the types of analysis, their value and limitations with regard to glass, soil, hairs and fibers, firearms, toolmarks, and questioned documents.

CJ 4204 Criminalistics 2 (3 q.h.)

An introduction to the analysis of biological items of physical evidence collected at the scene of the crime or submitted for laboratory examination, and to the fields of serol-

ogy and toxicology. Covers methods of collecting samples and the value of blood distribution patterns, as well as laboratory techniques used to identify and characterize blood stains and other body fluids. Pharmacology and toxicology of medical and chemical substances having potential for misuse and abuse are studied. *Prereq.* CJ 4203.

CJ 4205 Patrol Theory and Administration 1
(3 q.h.)

Evolution of patrol practices, patrol function, management and supervision. Topics will include development of preventive patrol and rapid response, theories of patrol allocation, influence of operations research, and the development of community relations as an adjunct to patrol.

CJ 4206 Patrol Theory and Administration 2
(3 q.h.)

Contemporary patrol developments and functioning: directed patrol, team and community policing, the re-emergence of foot patrol, the legacy of community relations; neighborhood beat construction, patrol management and supervision; and current patrol research. *Prereq.* CJ 4205.

CJ 4207 Comparative Police Systems
(3 q.h.)

Study of police systems in Anglo-Saxon, Continental, Asian, Russian, African, and other cultural traditions. Focuses on influence of nineteenth-century English and twentieth-century American police traditions on policing systems.

CJ 4209 Police Management 1 (3 q.h.)

Introduction to the philosophy and theories of management in policing. Topics include historical development of "professional/bureaucratic" managerial approach, development of organizational strategy, managing the external environment within which police operate.

CJ 4210 Police Management 2 (3 q.h.)

Internal management of police organizations: policy development, implementation, maintenance of ongoing operations, and evaluation of program outcomes.

CJ 4214 Police and Society (3 q.h.)

The role and function of police with regard to contemporary social problems including drugs, prostitution, domestic violence, gangs, serial murderers, dangerous offenders, and

illegal aliens. Course examines police interactions with individuals and groups and police responsibility in areas of civil rights and civil disorders. *Not open to those who have taken CJ 4211 or 4212.*

CJ 4301 American Correctional System
(3 q.h.)

Overview and critical analysis of correctional system emphasizing interrelatedness of all aspects of corrections. Topics include historical developments, policy analysis, decision making, the range of treatment/punishment options available including probation and parole. Current correctional philosophy and treatment approaches on federal, state, and local levels are assessed.

CJ 4302 Correctional Administration 1
(3 q.h.)

Intensive examination of American correctional process including services, standards and methods of service delivery. Topics include personnel administration and management, allocation of resources, staff development, motivation, productivity and accountability, and the role of community outreach programs and volunteer services. *Prereq.* CJ 4301.

CJ 4303 Correctional Administration 2
(3 q.h.)

Continuation of CJ 4302 with focus on problems facing correctional administrators. Topics include institutional management of offenders with special needs (dangerous/violent inmates, substance abusers, illegal immigrants, female offenders), management and control of prison violence, and preventive techniques and programs. *Prereq.* CJ 4302.

CJ 4304 Jail Administration and Management (3 q.h.)

Study of local adult correctional institutions ranging from police lock-ups to jails and houses of corrections. Topics include administrative, management, and security issues; intake, regional, and network approaches; local versus state control; offender classification, programs, residential care, inspection, and standards; pretrial detention; staffing patterns; interface with courts and law enforcement; release programs; emergency management; and suicide prevention.

CJ 4305 Case Management and Correctional Services (3 q.h.)

Overview of treatment and rehabilitative work in jail and prison environments. Topics include basic counseling concepts and techniques, individual and group therapy, institutional services, and assessment of fiscal and personnel requirements of innovative approaches. *Prereq.* CJ 4301.

CJ 4310 Community Corrections (3 q.h.)

Historical, philosophical, and pragmatic view of community corrections, analysis of alternatives to imprisonment or institutionalization. Topics include work and study release programs, family visiting furloughs, control and surveillance issues, cost effectiveness, community safety, managerial issues, residential/nonresidential programs, community resources, and volunteer involvement. *Prereq.* CJ 4301.

CJ 4311 Probation and Parole (3 q.h.)

Introduction to probation and parole as dispositions, systems or subsystems, processes, and offender statuses. Includes the history of probation and parole, their conditions and revocation procedures, offender eligibility requirements, supervision styles, due process issues, and prediction and measurements of effectiveness. The role of volunteers, and probation and parole officer responsibilities are also discussed. Introduces students to presentence investigations, shock probation, probation subsidy, expansion of probation into pretrial and restitution programs, and to current debates on the governmental framework of probation and parole, parole boards, and parole hearings. *Prereq.* CJ 4301.

CJ 4403 Introduction to Security (3 q.h.)

The organization and administration of security and loss prevention programs in industry, business, and government. Emphasizes the protection of assets, personnel, and facilities, and the relations between security organizations and government agencies.

CJ 4406 Security Management and Supervision 1 (formerly Security Administration 1) (3 q.h.)

The historical basis of the security management function and the development of the field in general and its various specialties. Examines concepts of organizational security and risk-management methods. *Prereq.* CJ 4403.

CJ 4407 Security Management and Supervision 2 (formerly Security Administration 2) (3 q.h.)

Organization, administration, and management of the security function, including the systems approach to security operations. Focuses on planning, organizing, staffing, directing, budgeting, controlling, representing and innovating. The manager's responsibility is also explored. *Prereq.* CJ 4406.

CJ 4408 Legal Aspects of Security Management and Operations (3 q.h.)

Provides a comprehensive examination of the legal environment and issues impacting security operations and management. Elements of criminal, civil, property, regulatory, and business law are analyzed from the perspective of organizational security management concerns. *Prereq.* CJ 4403.

CJ 4412 Computer Crime and Security (3 q.h.)

This course is designed to introduce crimes involving the use of computers, the federal and state laws addressing them and the preventative and investigative methods used to secure computers, defend and prosecute offenders. Review and discussion of actual case studies and investigative experiences will be covered with an overall focus on security and investigative problems associated with computer crime. *Prereq.* MIS 4114.

CJ 4413 Industrial Security (3 q.h.)

This course consists of an examination of the ways in which prevention-oriented security programs can be integrated into all phases of the research and manufacturing processes, involve line managers and supervisors, and gain executive support by introducing cost effective, operationally sound methods to protect all assets.

CJ 4415 Consumer Industry Security (formerly Service Industry Security) (3 q.h.)

Consumer-oriented activities, including such diverse businesses as the retailing and hospitality industries, are faced with the prospect of losses which can be caused by employees on one hand and the very consumers to whom they provide services on the other. This course studies the ways in which a completely integrated security function, emphasizing prevention, can contribute to an employer's profit margins.

CJ 4417 Institutional Security (3 q.h.)

Institutions, whether academic such as colleges and universities, or medical centers, not only have much in common, but also they are unique in their security requirements. This course examines the ways in which their needs can best be satisfied through the combined use of modern technology, security personnel, and the integration of the security function into all facets of institutional management.

CJ 4420 Advanced Computer Applications in Criminal Justice (3 q.h.)

This course examines the role of computers as both a tool of law enforcement and as evidence of a crime. Building on basic computer literacy skills students will develop the necessary skills to safely and effectively analyze seized or down-loaded magnetic media, illustrate complicated criminal enterprises and the related financial transactions. Students will utilize IBM compatible personal computers with database, spreadsheet, flow charting and presentation graphic programs to analyze and present a case study. *Prereq. MIS 4114.*

CJ 4503 Forensic Laboratory (3 q.h.)

A hands-on laboratory course focusing on individual experimentation. Surveys the basic examinations and techniques performed in a crime laboratory. Topics include general microscopy, hairs and fibers, blood and other body fluids, paint, glass, soil, fingerprints, gunshot residue, toxicology, questioned documents, and firearm and toolmark examinations. (*Laboratory fee.*) *Prereq. CJ 4203 and CJ 4204.*

CJ 4504 Juvenile Justice 1 (3 q.h.)

Examination of the contemporary juvenile justice system, with focus on the key decision points within the juvenile justice system including jurisdiction, police, detention, court intake, adjudication, disposition, and aftercare. Critical issues facing the juvenile justice system components are discussed.

CJ 4505 Juvenile Justice 2 (3 q.h.)

Continuation of material discussed in CJ 4504. In particular, consideration is given to the history of juvenile justice in the U.S.; the major reforms of the juvenile justice system (diversion, the development of due process, decriminalization of status offenders, deinstitutionalization, and waiver to adult court); and future trends in juvenile justice. *Prereq. CJ 4504.*

CJ 4506 Crime Victims (3 q.h.)

Examination of current theories and research relating to victims of crime. Particular attention to special victim groups such as children, the elderly, and women. Victim interactions with the criminal justice system are explored. Current victim initiatives such as restitution, mediation, compensation, and victim rights legislation are also assessed. *Prereq. CJ 4101 and CJ 4103.*

CJ 4507 Organized Crime (3 q.h.)

The nature and problems of organized crime, its causes and effects, comparative and historic roots, and activities, organization, and economics. Considers possible solutions and the scope of techniques used in combatting organized crime.

CJ 4509 White-Collar Crime (3 q.h.)

Basic survey of white-collar crime: the nature and extent of white-collar crime, the social-psychological makeup of white-collar crime typologies, present efforts directed toward its control, and interagency and jurisdictional problems and the benefits of cooperation.

CJ 4510 Terrorism (3 q.h.)

An overview of terrorism and why it has become so popular. Topics include the role of news media, political consequences of terrorism, the military as a resource, and the role of the hostage.

CJ 4511 Survey of Criminal Evidence (3 q.h.)

The fundamentals of criminal trial procedure and the rules of evidence as they apply to the trial of a criminal case. Students read and brief criminal court cases. *Prereq. CJ 4108 and CJ 4109.*

CJ 4512 Women and the Criminal Justice System (3 q.h.)

Introduction to issues relating to roles taken by women involved with the criminal justice system and to the system's various responses to women in these roles. Specific focus on women as victims of crime, as offenders, and as criminal justice professionals.

CJ 4701 Independent Study 1 (3 q.h.)

Opportunity to undertake special research. See page 29.

CJ 4702 Independent Study 2 (3 q.h.)

See CJ 4701.

CJ 4703 Independent Study 3 (3 q.h.)

See CJ 4701.

CJ 4805 Advanced Tutorial 1 (3 q.h.)

Opportunity to take upper-level course independently. See page 29 for details.

CJ 4806 Advanced Tutorial 2 (3 q.h.)

See CJ 4805.

CJ 4811 Advanced Tutorial Intensive (6 q.h.)

Opportunity to take upper-level course sequence independently. See page 29 for details.

COMMUNICATION STUDIES

(formerly Speech Communication)

CMN 4101 Fundamentals of Human

Communication (formerly SPC 4101

Effective Communication 1) (3 q.h.)

Introduction to the development of personal communication skills with an emphasis on elements in the communication process. Includes discussion of language use, nonverbal, listening and feedback and the role each plays in communication transactions.

CMN 4102 Group Discussion (formerly SPC 4102 Effective Communication 2) (3 q.h.)

Provides strategies for effective meeting management by focusing on group dynamics and the functions and tasks required of participants. Develops skills for successful group interactions and various group discussion techniques.

CMN 4104 Effective Communication

(Intensive) (formerly SPC 4104) (6 q.h.)

Same as CMN 4101 and CMN 4102.

CMN 4105 Speaking Skills for Non-native Speakers (3 q.h.)

A course for persons who have previously studied English but who need to develop oral communication proficiency. Following diagnostic testing, students participate in individualized and group instructional situations.

CMN 4111 Voice and Articulation (formerly SPC 4111) (3 q.h.)

Development of the speaking voice, with emphasis on articulation, pitch control, and vocal variety and flexibility. Includes basic theory of the vocal mechanism.

CMN 4112 Advanced Voice and

Articulation (formerly SPC 4112) (3 q.h.)

Continuation of CMN 4111. *Prereq.*

CMN 4111 or instructor's permission.

CMN 4150 Self-Concept and

Communication (formerly SPC 4150) (3 q.h.)

Through lectures, discussions, case studies, and classroom activities, students have an opportunity to become more aware of how our attitudes and habits affect our communication with others personally and professionally. Students will explore alternative communication patterns as they apply to these settings.

CMN 4151 Listening (formerly SPC 4151)

(3 q.h.)

Analyzes listening effectiveness in professional and personal situations. Reasons for poor listening, techniques for effective listening, and giving and receiving feedback are covered.

CMN 4152 Conducting Interviews in the

Professions (formerly Interviewing) (3 q.h.)

Helps students apply the current theory and research of interviewing to professional contexts. Topics include selection interviews, performance appraisal interviews, information gathering, problem-solving interview and persuasive interviewing.

CMN 4153 Techniques of Persuasion

(formerly SPC 4153) (3 q.h.)

Covers communication strategies used when attempting to influence others. Examines instances of persuasion as they occur in advertising, politics, social interaction, sales, and business.

CMN 4154 Negotiation Skills (formerly

SPC 4154) (3 q.h.)

Designed to introduce students to the techniques of dispute resolution. Particular attention is paid to the processes of mediation, facilitation, and negotiation. Through readings, lectures and class activities, students will have the opportunity to explore methods of applying these skills to professional settings.

CMN 4201 Argumentation (formerly

SPC 4201) (3 q.h.)

Develops students' critical thinking abilities by analyzing specific argument contexts. Provides students with opportunities to develop, present and refute arguments, enhancing skills essential to success in an increasingly complex society.

CMN 4221 Interpersonal Communication (formerly SPC 4221) (3 q.h.)

Provides students with an opportunity to develop skills and strategies necessary for developing and maintaining effective personal and professional relationships. Topics include perception, self-disclosure, emotions, attitudes and values, nonverbal communication, language, improving communication climate and methods of conflict resolution.

CMN 4225 Family Communication (formerly SPC 4225) (3 q.h.)

Introduction to how communication affects the development and maintenance of family relationships. Topics include marital, parent/child, sibling, and extended family communication patterns; problem identification and problem-solving skills in family communication.

CMN 4231 Gender Communication (formerly SPC 4231 Female/Male Communication 1) (3 q.h.)

Provides students with an understanding of how gender influences verbal and non-verbal communication. Emphasis on enhancing communication competency at work and in relationships.

CMN 4235 Intercultural Communication (3 q.h.)

Develops intercultural awareness. Topics include cultural differences in communication styles and assumptions, differing views of conflict and negotiation, and crosscultural communication including valuing and managing diversity in various settings.

CMN 4240 Managing Interpersonal Conflict (formerly SPC 4240) (3 q.h.)

Basic concepts involved in the management of conflict in interpersonal situations, such as understanding attitudes about conflict, studying message patterns in conflict interactions, and exploring a variety of conflict resolution methods.

CMN 4251 Business and Professional Speaking (formerly SPC 4251) (3 q.h.)

Covers practice in the organization and presentation of material to fit varying audiences. Emphasizes delivery techniques and effective presentation of ideas.

CMN 4252 Special Topics in Communication (3 q.h.)

Examination of a variety of subjects and themes in communication studies. Since topics

change from quarter to quarter, students may take this course more than once, provided they focus on a different topic each time.

COMPUTER LITERACY

COM 4101 Foundations of Computer Literacy (4 q.h.)

Introduction to computers, including: operating systems (e.g., DOS, Windows) word processing, spreadsheets, database management systems, systems analysis and design, software packages, trends in office and home automation, and other issues regarding computers in today's society. Hands-on laboratory experience reinforces lectures.

SPECIAL EDUCATION

(formerly Counseling/Psych., Rehab./Spec. Ed.)

CRS 4200 Introduction to Special Education (3 q.h.)

Surveys the characteristics and the social, emotional, and educational adjustment of children and youth with special needs. Examines the effects of the disability, and of the individual's and society's attitudes toward the disability. Reviews current legislation.

CRS 4202 Introduction to Etiology and Development of Special Needs (3 q.h.)

Presents an overview of the etiology and development of handicapping conditions, current issues in these areas, problems associated with drug and substance abuse and other high risk factors, and curriculum strategies for dealing with early childhood, elementary, and middle school children with special needs conditions. *Prereq.* CRS 4200.

CRS 4204 Introduction to Assessment, Program Planning, and Implementation in Special Education (3 q.h.)

Presents the process of assessment, program planning, and implementation for individuals with special needs. Requires students to administer three education assessments, summarize the results in a case report, propose a program of education intervention, and identify methods to facilitate and monitor its implementation. *Prereq.* CRS 4202.

CRS 4206 Practicum (3 q.h.)

Allows for full-time participation in a University-arranged and supervised school program, emphasizing inclusive settings. Gives the student the opportunity to analyze the teaching of and the learning by students with special needs and to demonstrate, evaluate, and develop teaching skills. *Prereq.* CRS 4204 and 2.5 QPA overall and in major.

ECONOMICS

ECN 4001 Overcoming Statistics Stress (non-credit)

This seminar is designed to show students how to put aside anxieties by understanding the components of statistics and developing techniques to simplify seemingly difficult word problems. Mathematical skills needed include addition, subtraction, division, multiplication, knowledge of square roots, and basic algebra.

ECN 4115 Economic Principles and Problems 1 (3 q.h.)

Application of the basic principles of economics to current public problems. Focusing on macroeconomics, students explore unemployment, inflation, national income and employment theory, and government expenditures and taxation.

ECN 4116 Economic Principles and Problems 2 (3 q.h.)

Continuation of ECN 4115, focusing on the role of the banking system, the Federal Reserve System, and supply-side policies. Topics in microeconomics include the role of a market pricing system, supply and demand, the costs of production, profits, and the supply decision. *Prereq.* ECN 4115 or *equiv.*

ECN 4117 Economic Principles and Problems 3 (3 q.h.)

Continuation of ECN 4116, focusing on markets and the allocation of resources. Topics include competitive markets, monopoly, oligopoly, factor markets, and income distribution. Economic principles are applied to selected problem areas, including poverty, pollution, energy, international trade, and the balance of payments. *Prereq.* ECN 4116 or *equiv.*

ECN 4118 Economics (Intensive) (9 q.h.)

Same as ECN 4115, ECN 4116, and ECN 4117.

ECN 4130 Medical Economics (3 q.h.)

Topics include health care trends in the United States; causes for increases in medical care costs; supply and training of health care personnel; the nation's need for physicians, nurses, pharmacists, and other allied health personnel; the quality of medical care; economics of health insurance plans; and consumer demand for health care, medical facilities, and professional and semiprofessional personnel.

ECN 4137 History of Economic Thought (3 q.h.)

Development of economic thought, including Mercantilism as the first economic doctrine; analysis of the older, classical school with its later refinements (Modern Marginalism) and its important critics (socialists, Marxists); and Keynesian and modern developments.

ECN 4140 Economics of Crime (3 q.h.)

Theoretical and empirical analyses of the economic causes of criminal behavior. The social costs of crime, its prevention, and techniques for designing optimum law enforcement policies.

ECN 4150 Energy Economics (3 q.h.)

Economic, political, and historical background of energy and other resource problems, including examination of the future impact of primary resource limitations on U.S. and world economics and feasibility studies of resource substitution.

ECN 4215 Macroeconomic Theory 1 (3 q.h.)

A discussion of conceptual and empirical problems of creating and using national accounts, price index problems, conceptual and empirical evaluation of consumption and investment functions and their policy implications, multiplier and accelerator models, and recent cyclical fluctuations. Analyzes theories of inflation, unemployment, and growth in light of recent economic history. *Prereq.* ECN 4117 or *equiv.*

ECN 4216 Microeconomic Theory 1 (3 q.h.)

Examines supply and demand analysis, various elasticity concepts and applications, theories of demand and production, and derivation of cost curves. Analyzes pricing and output behavior in several market structures. Analyzes the pricing of resources, general equilibrium and economic efficiency, and a variety of topics in microeconomics such as externalities and public goods. *Prereq.* ECN 4117 or *equiv.*

ECN 4217 Macroeconomic Theory 2 (3 q.h.)
A continuation of ECN 4215.

ECN 4218 Microeconomic Theory 2 (3 q.h.)
A continuation of ECN 4216.

ECN 4219 Macroeconomic Theory Intensive (6 q.h.)
Same as ECN 4215 and ECN 4217. *Prereq.* ECN 4117 or equiv.

ECN 4220 Microeconomic Theory Intensive (6 q.h.)
Same as ECN 4216 and ECN 4218. *Prereq.* ECN 4117 or equiv.

ECN 4221 Selected Topics in Economics (3 q.h.)
Studies in a variety of macro- and micro-economic issues. Because topics change from quarter to quarter, students may take this course more than once, provided they focus on a different topic each time.

ECN 4250 Statistics 1 (3 q.h.)
Introduction to the collection and organization of data, including the measurement, presentation, and uses of elementary set theory; measures of central tendency and variability; basic probability; and probability distributions.

ECN 4251 Statistics 2 (3 q.h.)
Sampling and basic estimation techniques, "t" distribution, testing of statistical hypotheses, and analysis of variances. *Prereq.* ECN 4250 or equiv.

ECN 4252 Statistics 3 (3 q.h.)
Methods of econometric estimation and forecasting, including linear regression analysis, correlation analysis, time series analysis, and index numbers. *Prereq.* ECN 4251 or equiv.

ECN 4253 Statistics Intensive A (formerly Statistics Intensive) (9 q.h.)
Same as ECN 4250, ECN 4251, and ECN 4252.

ECN 4254 Statistics Intensive B (6 q.h.)
Same as ECN 4250 and ECN 4251.

ECN 4310 Labor Economics (3 q.h.)
Economic analysis of the labor market, including the labor force, the demand for labor, and the institutions and policies dealing with them. Examines employment, unemployment, wage determination, and the development and efficient use of labor resources

as well as collective bargaining issues and their economic consequences. *Prereq.* ECN 4117 or equiv.

ECN 4311 Human Resource Planning (3 q.h.)
Assessment of government and private efforts to fight poverty and improve the labor market position of impoverished groups. Considers the relationship between causes of poverty and discrimination and possible remedies. Also considers training programs, negative income tax, family allowances, and other income maintenance schemes.

ECN 4312 Economic Concerns of Older Adults (3 q.h.)
Designed to provide a basic knowledge of economic principles as they apply to senior members of the community. Includes how the U.S. economic policies and market system determine the price, quality, and availability of medical care and other allied services.

ECN 4313 Women in the Labor Force (3 q.h.)
Economic analysis of women's labor market position in the context of the changing economic structure and labor market institutions. Analysis of female labor force participation differences; male-female differentials in earnings and unemployment; occupational concentration, occupational segregation; theories and evidence of sex discrimination; and new opportunities for women.

ECN 4315 Income Inequality and Discrimination (3 q.h.)
Analysis of the composition of impoverished groups and recent trends. Examines the labor market, demographic and institutional forces contributing to poverty, the role of education, the economics of race and sex discrimination, the public welfare system, and proposed reforms.

ECN 4321 Urban Economic Problems and Policies (3 q.h.)
Economic analysis of selected urban problems such as housing, poverty, transportation, education, health, crime, and the urban environment. Includes discussion of public policies relating to such problems. *Prereq.* ECN 4117.

ECN 4322 Economics of Transportation (3 q.h.)

Transportation and land-use patterns, ownership, regulations, financing, social costs and benefits of various modes of transportation, and economies of new technology.

ECN 4323 Environmental Economics (formerly Economics of the Quality of Urban Environment and Control) (3 q.h.)

Economic analysis of air, water, thermal, and noise pollution. The utilization of urban space and other urban resources; identification of possible economic effects of urban environment, such as crime, delinquency, immobility, and congestion.

ECN 4330 Economic Growth and Development (3 q.h.)

Prospects for economic growth and development in impoverished nations as indicated by economic analysis and historical experience. Includes the social, cultural, and institutional determinants of growth and an analysis of agriculture and development.

ECN 4331 American Economic History (3 q.h.)

Economic development of the United States, with emphasis on the post-Civil War period and the effect of certain European developments.

ECN 4333 European Economic Development (3 q.h.)

Historical survey of European economic development from overseas expansion to the dissolution of empires and the Common Market. Examines the environmental impact of industrialism and the implications of living in a technological society.

ECN 4334 Comparative Economic Systems (3 q.h.)

Competing types of theoretical economic systems; analysis of the organization and operation of currently existing types of communist, socialist, and capitalist economies; and comparison and evaluation of the economic behavior and performance of different economic systems.

ECN 4335 International Trade (formerly International Economics 1) (3 q.h.)

Economics of international trade including tariffs, use of resources, and balance-of-payment mechanisms. *Prereq.* ECN 4117 or *equiv.*

ECN 4336 International Monetary Economics (formerly International Economics 2) (3 q.h.)

International commercial policy, financial organizations, and recent problems. *Prereq.* ECN 4335 or *equiv.*

ECN 4337 International Economics (Intensive) (6 q.h.)

Same as ECN 4335 and ECN 4336. *Prereq.* ECN 4117 or *equiv.*

ECN 4341 Money and Banking Intensive (6 q.h.)

Same as ECN 4342 and 4343. *Prereq.* ECN 4117 or *equiv.*

ECN 4342 Money and Banking 1 (3 q.h.)

Introduction to money and credit, commercial banking structure, and money creation as well as the problems and policies of centralized banking in the United States. *Prereq.* ECN 4117 or *equiv.*

ECN 4343 Money and Banking 2 (3 q.h.)

Topics include theory of money, prices, and monetary policy; interest theory; debt management; and international monetary problems and analysis. *Prereq.* ECN 4342 or *equiv.*

ECN 4344 Government Finance (3 q.h.)

Topics include fiscal functions, institutions, and politics; growth of the public sector; expenditure planning in theory and practice; cost-benefit analysis; principles of taxation and tax incidence; major taxes at federal, state, and local levels; fiscal policy for high employment, price stability and growth; and current fiscal problems, such as tax reform, urban fiscal problems, fiscal federalism, and income maintenance programs. *Prereq.* ECN 4117 or *equiv.*

ECN 4345 Business Cycles and Inflation (formerly Business Cycles 1) (3 q.h.)

Considers the theories of business cycles and inflation and an empirical application of these theories to current business cycles, inflation, and stagflation problems. *Prereq.* ECN 4117 and ECN 4215.

ECN 4350 Introduction to Econometrics (3 q.h.)

Methods of econometric estimation and forecasting, including various statistical techniques. Students are given the opportunity to construct their own models and use computer facilities for estimation and forecasting. *Prereq.* ECN 4117 and ECN 4252.

ECN 4351 Problems in Economic Research (3 q.h.)

Research methods used by practicing economists. Topics include typical problems from areas of applied economics, such as choices of modeling framework, development of static and dynamic adaptive policy models, problems of data collection, review of estimation techniques, and interpretation of results. *Prereq.* ECN 4117 and ECN 4252.

ECN 4353 Introduction to Mathematical Economics (3 q.h.)

Introduction to mathematical analysis, with an in-depth study of theory of distribution. *Prereq.* ECN 4117 or *equiv.*

ECN 4360 Managerial Economics (3 q.h.)

Theory of demand, price, and output as applied to business firms and capital budgeting. *Prereq.* ECN 4117 or *equiv.*

ECN 4362 Industrial Organization and Public Policy (3 q.h.)

Theoretical framework for analysis and evaluation of the static and dynamic performance of real markets. Examines empirical studies that test the usefulness of applying theory to real markets and the existence of antitrust laws as a public policy designed to promote better market performance. *Prereq.* ECN 4117 or *equiv.*

ECN 4363 Government and Business 1 (3 q.h.)

The rationale for government involvement in markets, the role of government in national economic affairs, and the relationship between government and business, including the application of antitrust laws to business.

ECN 4364 Government and Business 2 (3 q.h.)

The government's role in economic activities. The relationships between the government and industry, labor, agriculture, public utilities, and consumers. The changing role of government from laissez-faire policy to direct intervention in the economy. Wage and price controls, environment and anti-pollution policies, consumer protection, conglomerate mergers, and regulation of industries.

ECN 4384 The Economics of the Stock Market (3 q.h.)

Topics include the organization of the stock exchange, the highly speculative nature of

the stock exchanges, the functions of the exchanges, capital gains, equity, dividends, stock options, splits, puts and calls, the crash of 1929, the crash of 1987, the Great Depression, controls on the stock market, and the Federal Reserve Board.

ECN 4492 Economic Policy Seminar (3 q.h.)

Most advanced course for senior economic majors, with emphasis on independent study and contemporary issues. *Prereq.* ECN 4215 and ECN 4216.

ECN 4495 Honors Program 1 (4 q.h.)

Opportunity to undertake an in-depth research study project. See page 29 for details. *Prereq.* 96 q.h., 3.5 q.p.a.

ECN 4496 Honors Program 2 (4 q.h.)

See ECN 4495.

ECN 4497 Honors Program 3 (4 q.h.)

See ECN 4495.

ECN 4500 Advanced Tutorial 1 (3 q.h.)

Opportunity to take an upper-level course independently. See page 29 for details. *Prereq.* 87 q.h.

ECN 4501 Advanced Tutorial 2 (3 q.h.)

See ECN 4500.

ECN 4510 Independent Study 1 (3 q.h.)

Opportunity to undertake special research. See page 29 for details. *Prereq.* 96 q.h., 3.0 q.p.a.

ECN 4511 Independent Study 2 (3 q.h.)

See ECN 4510.

ECN 4512 Independent Study 3 (3 q.h.)

See ECN 4510.

ECN 4601 Economics 1 (4 q.h.)

Development of macroeconomic analysis, review of national income concepts, national income determination fluctuation and growth, the role of the banking system and the Federal Reserve system, government expenditures and taxation, international trade, and balance of international payments. *For SGS students only.*

EDUCATION

(For Special Education, see CRS, page 185)

ED 4001 Integrated Language Skills Development 1 (2 q.h.)

Strives to improve a student's reading comprehension and related study and language

skills. Devotes time, discussion, and considerable practice to meaningful skills such as basic reading comprehension and interpretation, including work in critical reading and other interpretational acts (inferences, understanding imagery, and symbolic usage). Focuses on study skills, reviewing, finding main ideas and details, outlining and summarizing, continuous interaction, and interaction of all the communications skills—reading, writing, listening, and speaking. *For SGS students only.*

ED 4002 Integrated Language Skills Development 2 (2 q.h.)

Continues discussion of topics introduced in ED 4001. *For SGS students only. Prereq. ED 4001.*

ED 4003 Integrated Language Skills A (4 q.h.)

Strives to improve a student's reading comprehension and related study and language skills. Devotes time, discussion, and considerable practice to meaningful skills such as basic reading comprehension and interpretation, including work in critical reading and other interpretational acts (inferences, understanding imagery, and symbolic usage). Focuses on study skills, reviewing, finding main ideas and details, outlining and summarizing, continuous interaction, and interaction of all the communications skills—reading, writing, listening, and speaking. *For SGS students only.*

ED 4004 Integrated Language Skills B (4 q.h.)

Extends ED 4003, with continued emphasis on study skills, including researching, organizing, and writing term papers. Explores critical thinking as it relates to the learning process. Also addresses the choices of academic major and career direction, emphasizing self-assessment and personal decision-making. *For SGS students only. Prereq. ED 4003.*

ED 4050 College Reading and Study Skills (3 q.h.)

Reading comprehension, text and lecture note-taking skills, and examination-taking skills. Students practice with excerpts from texts and taped lectures, and apply the skills to materials in other courses. Intended for students who are beginning college work and wish to develop reading and study skills. *(Not for students who have already taken the Basic Day College courses Reading/Study Skills 1 or Integrated Language Skills Development 1.)*

ED 4101 Introduction to Education (3 q.h.)
Examines theories about the nature of teaching and learning. Evaluates the effects of traditional and innovative educational systems on learners. Considers the needs of the learner and the role of school and teacher.

ED 4102 Child Development and Learning (3 q.h.)

Surveys principles of child development from the pre-natal period through pre-adolescence. Examines learning and development in the context of relevant theory. Considers educational implications.

ED 4103 Adolescent Development and Learning (3 q.h.)

Examines social, emotional, and intellectual development in the adolescent years. Studies problems in the adolescent's family and social environments and in school adjustments.

ED 4406 Elementary Curriculum 1: Language Arts; Art; Music (3 q.h.)

This course examines the expressive components of a comprehensive and integrated language arts curriculum. Students will be involved in the process of learning how to integrate speaking, listening, visual arts, and music/movement experiences in developing curriculum for children at various stages of development. Students will analyze how the expressive aspects of curriculum relate to critical thinking, problem solving, and literacy improvement. Up to 15 hours of fieldwork required. *Prereq. ED 4101. Course is open only to students accepted into the Teacher Preparation Program.*

ED 4407 Elementary Curriculum 2: Social Studies (3 q.h.)

Describes and evaluates social studies curricula in use in the elementary school. Develops criteria to select appropriate social studies content, skills, and attitudinal objectives. Expects students to use these criteria to develop social studies experiences that meet the developmental needs of learners in a multicultural society. Up to 15 hours of fieldwork is required. *Prereq. ED 4101. Course is open only to students accepted into the Teacher Preparation Program.*

ED 4408 Elementary Curriculum 3: Science and Mathematics (3 q.h.)

Surveys methods and materials for teaching elementary school science and mathematics. Students will examine curricula, related mathematics and science content, and strategies and materials for teaching in a manner that takes into account the developmental stages of children. Up to 15 hours of fieldwork is required. *Prereq. ED 4101. Course is open only to students accepted into the Teacher Preparation Program.*

ED 4410 General Teaching Methods for High School (3 q.h.)

Considers methods and materials appropriate to teaching adolescents. Examines various models and strategies of instruction. Students will plan curricula and incorporate essential features of effective curriculum and teaching plans. The course seeks to encourage attitudes identified with tenets of good teaching. Up to 15 hours of fieldwork is required. *Prereq. ED 4101. Course is open only to students accepted into the Teacher Preparation Program.*

ED 4411 Teaching in the High School: (a) science; (b) English; (c) history and social sciences (3 q.h.)

Examines the teaching of specific subject areas in the high school. Topics include organizing and presenting lessons, developing teaching materials, using instructional technology, and developing and implementing evaluation instruments. Students will examine the current curriculum resources in their subject areas. Up to 15 hours of fieldwork is required. *Prereq. ED 4101 and ED 4410. Course is open only to students accepted into the Teacher Preparation Program.*

ED 4412 Curriculum Development in the High School (3 q.h.)

Examines how goals and objectives are selected and how priorities are determined. Considers how educational programs are designed to meet goals, and how educational outcomes are evaluated. Compares different approaches to organizing learning experiences. Up to 15 hours of fieldwork is required. *Prereq. ED 4101. Course is open only to students accepted into the Teacher Preparation Program.*

ED 4415 Reading/Learning Problems in Secondary School (3 q.h.)

Examines developmental and corrective reading/literacy programs at the secondary school level. Examines the development of reading rate, comprehension, and study skills in the content areas. Introduces formal and informal methods for assessing reading and writing ability. Up to 15 hours of fieldwork is required. *Prereq. ED 4101. Course is open only to students accepted into the Teacher Preparation Program.*

ED 4426 Fundamentals of Reading (3 q.h.)

Considers reading as an aspect of language. Examines the major growth areas of reading and how reading acquisition is facilitated by developmental instruction. Considers major approaches to instruction in a whole language and experientially integrated environment. Also considers other aspects of literacy development. Up to 15 hours of fieldwork is required. *Prereq. ED 4101. Course is open only to students accepted into the Teacher Preparation Program.*

ED 4817 Student Teaching Practicum (8 q.h.)

Allows for full-time participation in a University-arranged and supervised school program designed to analyze learning and teaching and to demonstrate, evaluate, and develop teaching skills. *Prereq. Formal acceptance into program and completion of advanced professional sequence and field experience with a QPA of at least a 2.000 in each professional course and a minimum overall QPA of 2.500.*

EMERGENCY MEDICAL SERVICES

EMS 4107 EMT-Basic (9 q.h.)

The course covers evaluation and management of the following medical emergencies; cardiopulmonary arrest, severe bleeding and shock; fractured bones; care for heart attack, stroke, burn and poisoning victims; extrication and removal of victims from crashed vehicles and collapsed buildings; emergency childbirth and various other medical, emotional, and environmental emergencies.

EMT-Basic includes: 6 hours of class weekly for 12 weeks. Four (4) all day Saturday exercises (combination of indoor and outdoor) that include practical demonstration of ambulance and/or emergency vehicles and tech-

niques. Ten (10) hours of in-hospital emergency room observation.

EMT Basic Skills: CPR (cardiopulmonary resuscitation), obstructed airway maneuvers, control of bleeding, taking vital signs (pulse/respiration/blood pressure), patient assessment, bandaging and splinting, emergency carries and lifting and moving devices (ambulance and orthopedic stretchers, etc.), triage at multi-victim accident.

EMS 4117 Emergency Medical Services 1 (4 cl., 6 lab., 6 q.h.)

Introduction to the Paramedic Program: role and responsibilities of Paramedics, medical terminology, human systems, patient assessment, blood, fluids and electrolytes, shock and shock management. The laboratory component provides the opportunity to correlate didactic knowledge while developing psychomotor skills. *To receive credit for this course, you must also register for BIO 4215/BIO 4217.*

EMS 4118 Emergency Medical Services 2 (4 cl., 6 lab., 6 q.h.)

Continuation of Paramedic Program: respiratory system, cardiovascular system, pathophysiology and emergency management, electrocardiograms, life-threatening dysrhythmias. The laboratory component provides the opportunity to correlate didactic knowledge while developing psychomotor skills. *Prereq. EMS 4117 or equiv.*

EMS 4119 Emergency Medical Services 3 (4 cl., 6 lab., 6 q.h.)

Continuation of Paramedic Program: central nervous system, soft tissue injuries, musculoskeletal system, medical emergencies, acute abdomen, genitourinary system, geriatric emergencies. The laboratory component provides the opportunity to correlate didactic knowledge while developing psychomotor skills. *To receive credit for this course, you must also register for BIO 4216/BIO 4218. Prereq. EMS 4118 or equiv.*

EMS 4120 Emergency Medical Services 4 (4 cl., 6 lab., 6 q.h.)

Continuation of Paramedic Program: obstetric/gynecologic emergencies, including emergency childbirth, neonatal and pediatric patients, emotionally disturbed patients, stress management, gaining access and extrication, multiple casualty incidents, emergency communications. The laboratory component provides the opportunity to correlate didactic knowledge while developing psychomotor skills. *Prereq. EMS 4119 or equiv.*

EMS 4121 Emergency Medical Services 5 (27.5 lab., 11 q.h.)

Clinical Practicum I of the Paramedic Program: application of theoretical knowledge and psychomotor skills in hospital unit rotations. ** Prereq. EMS 4120 or equiv.*

EMS 4122 Emergency Medical Services 6 (27.5 lab., 11 q.h.)

Clinical Practicum II of the Paramedic Program. ** Prereq. EMS 4121 or equiv.*

EMS 4123 Emergency Medical Services 7 (100 lab., 3 q.h.)

Field internship component of the Paramedic Program: opportunity to practice and develop all necessary psychomotor skills on an urban advanced life support system. ** Prereq. EMS 4122 or equiv.*

ENGLISH

ENG 4007 Advanced English for International Students (3 q.h.)

Advanced course in English as a second language. Practice in special forms of writing to improve clarity, syntax, and organization. *(May not be used to satisfy ENG elective requirements for English BA/BS degrees.) Prereq. Instructor's permission.*

ENG 4011 Elements of Writing (3 q.h.)

Review of the structural patterns of current English. Practice in writing sentences, paragraphs, and short papers. *(May not be used to satisfy ENG elective requirements for English BA/BS degrees.)*

ENG 4012 Elements of Grammar (3 q.h.)

A study of grammar and the way the English language works. Helps students improve their writing through an understanding of the parts of speech, the mechanics of punctuation, and the vagaries of spelling. Exercises in solving problems of number, case, tense, degree, and usage. *(May not be used to satisfy ENG elective requirements for English BA/BS degrees.)*

ENG 4013 Fundamentals of English 1

(4 q.h.)

Intensive introduction to the principles of effective expository writing, emphasizing description, paragraph construction, and organization. Includes a review of the conventions of English usage, punctuation, and syntax. Essay assignments. *For SGS students only.*

**Requires liability insurance coverage.*

ENG 4014 Fundamentals of English 2 (4 q.h.)

Intensive instruction in exposition, argument, and academic essay and research paper writing, in addition to continued study of the conventions of English usage, punctuation, and syntax. Essay assignments. *For SGS students only. Prereq. ENG 4013 or equiv.*

ENG 4100 Critical Writing 1 (formerly ENG 4110 3 q.h.) (4 q.h.)

Detailed examination of the principles and methods of rhetoric, especially narration, description, and exposition. Includes frequent practice in writing paragraphs and themes in those modes. *A writing proficiency test is given at the first class meeting.*

ENG 4101 Critical Writing 2 (formerly ENG 4111) (4 q.h.)

Continued examination of the principles and methods of rhetoric especially persuasion through the study of poems, stories, and plays and with practice in writing critically about them. *Prereq. ENG 4100.*

ENG 4102 Critical Writing Workshop (2 q.h.)

Workshop develops research skills and writing techniques used in writing a documented paper, and reviews principles and methods of rhetoric in preparation for the competency examination. *Prereq. ENG 4101.*

ENG 4112 Critical Writing 3 (3 q.h.)

Further refinement of writing and analytical skills through the study of drama and poetry. Practice in writing longer critical papers. *Prereq. ENG 4111. Open only to students who have completed ENG 4111.*

ENG 4114 Poetry (3 q.h.)

An introductory course in the techniques, forms, structures, and styles of both traditional and contemporary poetry in English. Indispensable to any upper-level courses that deal with poets as major figures, this basic course should leave students with the essential terms of poetic analysis and with an appreciation of the challenges that poets set both for themselves and their readers.

ENG 4116 Drama (3 q.h.)

Examines the techniques, forms, structures, and styles of traditional and contemporary plays, by a close reading of selected texts, the study of critical terms, and practice in a vari-

ety of critical approaches; and provides valuable preparation for upper-level courses in drama.

ENG 4117 Fiction (3 q.h.)

Explores the techniques, forms, structures, and styles of short stories and novels, by a close reading of selected texts, the study of critical terms, and practice in a variety of critical approaches; and provides valuable preparation for upper-level courses in fiction.

ENG 4120 English Literature: Faith and Humanism (3 q.h.)

English literature from its beginnings to 1700, including works by Chaucer, Spenser, Shakespeare, Donne, and Milton.

ENG 4121 English Literature: Reason and Romanticism (3 q.h.)

English literature from the Neoclassical period to the Romantic age, including works by Pope, Swift, Johnson, Blake, Wordsworth, and Keats.

ENG 4122 English Literature: Victorians and Moderns (3 q.h.)

English literature from the Victorian Age through the twentieth century, including works by Browning, Arnold, Hardy, Yeats, and Eliot.

ENG 4123 Early American Literature: Faith, Reason, and Nature (3 q.h.)

American literature from its beginnings through the nineteenth-century Transcendentalists, including works by Bradstreet, Taylor, Edwards, Franklin, Emerson, and Thoreau.

ENG 4124 American Romantics and American Realists (3 q.h.)

The fiction and poetry of nineteenth-century America, including works by Hawthorne, Melville, Whitman, Dickinson, Twain, James, Crane, and Dreiser.

ENG 4125 American Literature: The Modern Temper (3 q.h.)

The prose and poetry of twentieth-century America, including works by Eliot, Stevens, Fitzgerald, Hemingway, Wright, and Plath.

ENG 4131 God, Gods, and Heroes: The Literature of the Ancient and Medieval Worlds (3 q.h.)

Literary traditions of the ancient world and the Middle Ages in the works of such writers as Homer, Aeschylus, Sophocles, Euripides,

Aristophanes, Virgil, and Dante, as well as in the art of biblical narrative.

ENG 4132 Man, Reason, and Imagination: Literature from the Renaissance to the Romantic Age (3 q.h.)

Literary traditions of the Renaissance, Neoclassicism, and Romanticism in the work of such writers as Machiavelli, Moliere, Racine, Voltaire, and Goethe.

ENG 4133 Order and Disorder: Literature of the Moderns (3 q.h.)

Literary traditions of Realism and Modernism in the work of such writers as Dostoevsky, Ibsen, Mann, Kafka, and Sartre.

ENG 4213 Detective Fiction (3 q.h.)

Elements of intrigue, logic, and thought converge in this study of the whodunit. Students sample a wide range of detective fiction to explore the questions of innocence and guilt, action and responsibility, power and authority, and victim and victimizer, and to see connections between this popular form of literature and its classical antecedents.

ENG 4221 Images of Women In Literature (3 q.h.)

Images of women and their underlying archetypes in imaginative literature. Includes such writers as Homer, Austen, Ibsen, and Lawrence.

ENG 4222 American Women Writers (3 q.h.)

Representative nineteenth- and twentieth-century American women writers, including such poets as Dickinson and Plath and such novelists as Chopin and Cather.

ENG 4223 British Women Writers (3 q.h.)

Important historical and thematic connections in the work of British women writers of the last two hundred years, including the novels of Austen, Eliot, Woolf, and Lessing.

ENG 4240 Fiction and the Movies (3 q.h.)

Reading and seeing: an examination of the success (and failure) of turning famous novels and stories into movies. Analysis of book-film case studies such as *The Postman Always Rings Twice*, *Howard's End*, *Sophie's Choice*, *The Unbearable Lightness of Being*, *The Silence of the Lambs*, and *The Last Picture Show*. Includes elementary film theory and criticism.

ENG 4241 Topics In Film (3 q.h.)

Explores a chosen theme in literature and in film, drawing upon important cultural, political, or psychological issues of our time.

Focuses on a different topic each quarter, using films inspired by both classic and contemporary novels, stories, and plays—for example, *Literary Heroines Go Hollywood*, *Paranoia: From Hitchcock to Oliver Stone*, *Films from Shakespeare*—so that students may take this course more than once.

ENG 4242 Screenwriting (3 q.h.)

An introduction to the craft of constructing a feature-length shooting script for film or television. Emphasis is on the close defining of plot ideas and the "sound" of the characters, on the structuring of effective short scenes and longer sequences, and on learning some of the cinematic techniques and trade secrets peculiar to the art of film writing. Video clips will be analyzed throughout the course.

ENG 4243 Screenwriting Workshop (3 q.h.)

An advanced course, intended primarily for students wishing to complete or polish scripts begun in ENG 4242. May also be taken by anyone who already knows the fundamentals of the screenwriting format and now wishes to begin a new project or finish one started elsewhere. *Prereq.* ENG 4242 or instructor's permission.

ENG 4349 Expository and Persuasive Writing 1 (3 q.h.)

An advanced composition course designed to help students perfect already proficient writing skills. From first drafts to revisions, weekly writing assignments concentrate on effective means to achieve added focus, clarity, development and organization in a variety of expository prose forms. *Prereq.* ENG 4102 or ENG 4112 or *equiv.*

ENG 4350 Expository and Persuasive Writing 2 (3 q.h.)

Development of precise and persuasive writing patterns through experiments with various rhetorical strategies. Students write extensively on topics of current interest to gain fluency and to learn how to target their writing toward different audiences. *Prereq.* ENG 4349 or *equiv.*

ENG 4352 Expository Writing Workshop (formerly Expository Communications) (3 q.h.)

Designed as a workshop in special writing projects, this course enables students to investigate subjects of particular and informed interest. Through assignments in research methods and documentation and through

work on the organizational problems of longer papers, students prepare manuscripts worthy of publication. *Prereq.* ENG 4350 or *equiv.*

ENG 4353 Expository and Persuasive Writing Intensive (6 q.h.)

Same as ENG 4349 and ENG 4350. *Prereq.* ENG 4100 or *equiv.*

ENG 4356 Creative Writing (3 q.h.)

An opportunity to write and develop a variety of forms, including experiments in journals and short stories, plays and poems. Features in-class discussion of students' work and a final project of choice.

ENG 4357 Creative Writing: Poetry (3 q.h.)

Practice in writing different forms of poetry for beginning poets. Includes discussion and criticism of student work and selected texts.

ENG 4358 Creative Writing: Fiction (3 q.h.)

Practice in writing various types of short stories for beginning writers of short fiction. Includes discussion and criticism of student work and selected texts.

ENG 4359 Creative Writing Workshop (3 q.h.)

Discussion and criticism of student manuscripts for practicing writers.

ENG 4361 Creative Writing 4 (3 q.h.)

A master class designed for those students who have taken the basic creative writing courses (ENG 4356, ENG 4357 or ENG 4358, and ENG 4359). Students are expected to be committed writers and comfortable with critical appraisals and exchanges. Open to both fiction writers and poets (with the instructor's permission).

ENG 4363 Writing for Publication (formerly Writing for the Marketplace) (3 q.h.)

Workshop for writers venturing into the marketplace. Provides a working knowledge of the publishing industry and useful practice in preparing and editing manuscripts for publication. Includes the development of effective strategies for composing query letters, synopses, outlines, and sample manuscripts.

ENG 4364 Creative Writing: Autobiography (3 q.h.)

Concentrates on the literary communication of emotional truths harbored in factual material. Uses memories, dreams, journals, and a variety of exercises as approaches to writing.

Readings include published memoirs and essays about memoir writing. *Prereq.* ENG 4100 *strongly advised.*

ENG 4372 Manuscript Editing (formerly ART 4604) (3 q.h.)

For novices who wish to break into the field or those who edit on the job. Numerous written exercises give students practice in handling common problems in editing book and magazine manuscripts. Includes practice in spelling, grammar, syntax, and style.

ENG 4380 Writing for the Professions 1 (formerly Business Writing and Reports 1) (3 q.h.)

Introduction to the vocabulary and philosophy of business communications. Practice in planning, writing, and analyzing effective business letters and memoranda. *A writing proficiency test is given at the first class meeting.*

ENG 4381 Writing for the Professions 2 (formerly Business Writing and Reports 2) (3 q.h.)

Methods and principles of research and documentation of semitechnical analyses and business reports. Practice in organizing and writing complex forms of business communications. *Prereq.* ENG 4380 or *equiv.*

ENG 4383 Writing for the Professions Intensive (formerly Business Writing and Reports Intensive) (6 q.h.)

Same as ENG 4380 and ENG 4381. *A writing proficiency test is given at the first class meeting.*

ENG 4384 Workshop in Case Study Analysis (formerly Advanced Writing for the Professions) (3 q.h.)

Designed for business students seeking writing skills for graduate school or undergraduate courses that require written analysis of case studies. In addition to writing strategies, critical thinking and problem solving will be taught. *Prereq.* ENG 4381 or 4383 or *instructor's permission.*

ENG 4440 Literary Theory and Criticism (formerly ENG 4115) (3 q.h.)

An introduction to traditional and modern literary theory and criticism, and may include such historical figures as Plato and Aristotle, Sidney and Wordsworth, and such contemporary approaches as Marxist, feminist, psychoanalytic, and post-structuralist.

ENG 4500 The English Language (3 q.h.)

Development of modern English from its pre-Anglo-Saxon beginnings. Effects of Ro-

man, Scandinavian, and Norman invasions; dialect geography; evolutionary change; and word formation and borrowing.

ENG 4501 Linguistics (3 q.h.)

Studies the nature of language as a function of sentence structure (syntax), meaning (semantics), word forms (morphology), and speech sounds (phonology), as well as issues related to it, such as the Black English/Standard English debate, the nature/nurture controversy, and the linguistics of gender argument.

ENG 4600 Topics in Literature (3 q.h.)

Examines in depth a subject or theme in literature as various as Shakespeare's *Women* at one time and *The American Dream* at another. Because topics change from quarter to quarter and campus to campus, students may take this course more than once, provided, of course, it is a different topic each time.

ENG 4604 Major Figure in Literature (3 q.h.)

Examines in detail and depth the work of a major writer of poetry, fiction, or drama, such as Whitman, Tolstoy, Woolf, or Beckett. Students may take this course more than once, provided they focus on a different figure each time.

ENG 4609 American Poetry (3 q.h.)

Surveys American poetry from the beginnings to the present. Includes such poets as Poe, Whitman, Dickinson, Frost, Stevens, Cummings, Hughes, Brooks, Ginsberg, and Rich.

ENG 4610 The American Short Story (3 q.h.)

Development of the American short story from its nineteenth-century origins to its present forms. Includes such writers as Poe, Hawthorne, James, Hemingway, Roth, and Updike.

ENG 4611 The American Novel (3 q.h.)

Development of the novel in America and its characteristic qualities. Includes such writers as Cooper, Melville, James, Wharton, Faulkner, and Ellison.

ENG 4640 Twentieth Century English Literature (formerly The Twentieth Century) (3 q.h.)

An examination of some of the major writers in England and the movements, such as Realism or Post Modernism, that marked their fiction and poetry. Authors studied may

include William Butler Yeats, James Joyce, Virginia Woolf, Dylan Thomas, Muriel Spark, Anthony Burgess, and Iris Murdoch.

ENG 4641 Twentieth Century American Literature (3 q.h.)

An examination of some of the major American writers of the twentieth century and the movements and themes that marked their fiction and poetry. Authors to be studied may include Ezra Pound, T.S. Eliot, Robert Frost, William Carlos Williams, F. Scott Fitzgerald, Ernest Hemingway, Flannery O'Connor, Allen Ginsberg, and Alice Walker.

ENG 4642 The English Novel (3 q.h.)

Development of the English novel from its beginnings in the eighteenth century through its concern with manners and morals in the nineteenth century to the experimentation of the twentieth century. Includes such writers as Fielding, Richardson, Austen, Dickens, Eliot, and Woolf.

ENG 4643 English Drama (3 q.h.)

Surveys representative English drama, excluding Shakespeare, from the beginnings to the modern times, from *Everyman*, for example, to *Waiting for Godot*, tracing the changing role of theaters and audiences, dramatic conventions and acting styles.

ENG 4649 European and English Short Story (3 q.h.)

Development of the short story in Europe and England in both the nineteenth and twentieth centuries. Includes such writers as de Maupassant, Balzac, Mann, Camus, Kipling, Lawrence, Greene, and Böll.

ENG 4650 Modern Bestsellers (3 q.h.)

The fascinating world of modern bestsellers, a world of romance and adventure, of high living and sinister intrigue, by such popular writers as Rona Jaffe, Harold Robbins, Jacqueline Susann, and Irving Wallace.

ENG 4651 The Continental Novel (3 q.h.)

Development of the European novel through its various forms and themes, from Balzac and Tolstoy to Proust and Mann.

ENG 4655 Contemporary Fiction (3 q.h.)

An examination of some of the most influential fiction of the last quarter century. Authors will vary, and students may expect to study writing by both established and emerging writers. Authors such as Alice Walker, Russell Banks, Jay McInerney, Toni Morrison, and Milan Kundera will be studied.

ENG 4658 Introduction to Shakespeare (formerly Shakespeare the Dramatist) (3 q.h.) Detailed examination of representative plays from Shakespeare's early, middle, and late periods in order to illustrate his development as a dramatist and define his principal themes in such plays as *A Midsummer Night's Dream*, *Romeo and Juliet*, and *King Lear*.

ENG 4659 Shakespeare: The Major Tragedies and Comedies (3 q.h.) Study of examples of Shakespeare's mature dramatic art, such as *As You Like It*, *Much Ado About Nothing*, *Hamlet*, *Macbeth*, and *Antony and Cleopatra*.

ENG 4660 Shakespeare on Film (3 q.h.) A survey of the variety of ways Shakespeare has been adapted to the screen, featuring classic versions of the great tragedies by Orson Welles, Laurence Olivier, and Roman Polanski, as well as Kenneth Branagh's *Henry V* and Burton and Taylor in *The Taming of the Shrew*.

ENG 4802 Honors Program 1 (4 q.h.) Opportunity to undertake an in-depth research study project. See page 29 for details. *Prereq.* 96 q.h., 3.5 q.p.a.

ENG 4803 Honors Program 2 (4 q.h.) See ENG 4802.

ENG 4804 Honors Program 3 (4 q.h.) See ENG 4802.

ENG 4815 Advanced Tutorial 1 (3 q.h.) Opportunity to take an upper-level course independently. See page 29 for details. *Prereq.* 87 q.h.

ENG 4816 Advanced Tutorial 2 (3 q.h.) See ENG 4815.

ENG 4820 Independent Study 1 (3 q.h.) Opportunity to undertake special research. See page 29 for details. *Prereq.* 96 q.h., 3.0 q.p.a.

ENG 4821 Independent Study 2 (3 q.h.) See ENG 4820.

ENG 4822 Independent Study 3 (3 q.h.) See ENG 4820.

ENG 4823 Field Work in Writing for the Professions (formerly Field Work in Business Writing) (6 q.h.) Allows students to earn credit for the application of their academic background in business writing to practical problems in the workplace. *Prereq.* ENG 4380 and ENG 4381 and Program Office approval.

EARTH SCIENCES

ESC 4103 Introduction to the Earth Sciences: The Solid Earth (3 q.h.)

A general introduction to the processes that affect the earth's surface and interior: the effects of rivers and glaciers on the earth's surface; the influence of wind, waves, currents and storms on coasts; plate tectonics and the origin of volcanoes, mountain belts, and earthquakes.

ESC 4104 Introduction to the Earth Sciences: Earth's Oceans and Atmosphere (3 q.h.)

This course is a general introduction to the earth's oceans and atmosphere. The course explores how the sea is affected by: the rotation of the earth; by sunlight; by the gravity of the moon and sun; by glaciers and rivers; and by the surrounding continents. The earth's weather systems are influenced by many of the same factors, and the course uses this background to explain the broad patterns of winds and storms on our planet.

ESC 4105 Introduction to the Earth Sciences: Earth and the Planets (3 q.h.)

This course considers current ideas on the development of the solar system. It describes how the earth and moon evolved as planetary bodies, and contrasts their development with that of the other planets and moons in terms of size, distance from the sun, and bulk composition. Telescopic studies of the sun, moon, and planets; studies of rock samples returned from the moon and of meteorites along with data obtained by planetary lander and fly-by missions will be considered.

ESC 4107 Solid Earth, Oceans and Atmosphere (6 q.h.) Same as ESC 4103 and ESC 4104.

ESC 4109 Introduction to the Earth Sciences (Intensive) (9 q.h.) Same as ESC 4103, ESC 4104, and ESC 4105.

ESC 4111 Geology of the Boston Area (3 q.h.)

Designed to give students without prior field experience a working knowledge of the bed-rock and glacial development of the Boston metropolitan area. There will be six regular class meetings of standard length and two all-day Saturday field trips.

ESC 4203 Gemology for Consumers (3 q.h.) This introductory course discusses basic principles of gemology and it also provides an overview of the gem industry and practices to assure consumer awareness. Topics include geology and geography of gem deposits, aspects of crystal chemistry and crystallography, gem classification, physical properties, behavior of light and color, inclusions, special optical effects (e.g., star rubies, color-change sapphires, tiger's-eye quartz), gem cutting, testing methods, investment considerations and caveats, and metals used in jewelry. This course covers all major and popular natural gemstones as well as synthetic or lab-created gems, simulants, assembled stones, and enhanced gems.

ESC 4214 New England Coastal Ecology (formerly Biology of Coastal Environments) (3 q.h.)

Provides hydrological, biological, and ecological descriptions of coastal zone habitats, which are important economic resources whose use is governed by extensive legislation. Explores the physical and biological components of major coastal zone habitats: bogs, dunes, salt marshes, mud flats, sea grass beds, intertidal, sub-tidal, estuarine, continental shelf. Specific interactions between these habitats (nutrient/energy flow, fisheries nursery grounds) and processes which influence them (beach erosion, dredging, silting) are also considered. Key species and characteristics of each habitat, their importance as natural resources, the impact of environmental engineering, and mitigation techniques are also discussed. *Prereq. Knowledge of general biology and general chemistry.*

ESC 4220 Wetlands (3 q.h.)

The course explores the hydrology and biogeochemistry of wetlands, describes the attributes of specific wetlands types, and examines current wetland protection and management strategies.

ESC 4221 Environmental Geophysics (3 q.h.) Intended for both students and practicing professionals, this course will show how geophysical techniques can help solve a wide range of environmental and engineering problems. After a brief historical survey, the most commonly used methods are considered in detail, including: seismic, gravity, magnetics, resistivity, electromagnetics, ground penetrating radar, and borehole

methods. Emphasis on practical applications, and numerous case studies will be used as examples. Students will have the opportunity to design and plan geophysical studies based on actual and theoretical situations.

ESC 4233 The Earth's Atmosphere (3 q.h.) An introduction to the science of meteorology, in more detail than the treatment in ESC 4104. This course describes how the sun's heat, the earth's gravity, and the earth's rotation combine to cause the large-scale patterns of winds on our planet. After describing why winds generally move east-to-west in some latitudes and west-to-east in others, the formation and motion of smaller air masses and weather fronts is considered, a topic continued in greater depth in ESC 4234.

ESC 4235 Weather Forecasting and Climate Change (3 q.h.)

This course begins by discussing the kinds of data that meteorologists use to make short-term weather forecasts; how the data are obtained and summarized on weather maps; and how the maps and computers assist in forecasting the weather. The second part of the course steps backward in time to examine the causes of the earth's long-term climate fluctuations, on a scale of tens of thousands of years, using the Milankovich hypothesis (changes in the earth's orbit, etc.). Implications of the Milankovic model, plus possible warming due to the Greenhouse Effect, are used to discuss possible future changes in the earth's climate. (*ESC 4233 useful but not required.*)

ESC 4239 Observational Astronomy (3 q.h.)

Introduction to the planets, stars, and constellations visible to the naked eye through lectures and outside viewing sessions. Emphasizes stars and constellations easily seen from mid-northern latitudes.

ESC 4243 Stars (3 q.h.)

This course traces the events that occur throughout the lifetimes of different kinds of stars. Topics include: the sun as a model star; the differences that are observed in mass, temperature, and types of energy emitted among different types of stars; formation of stars; creation of chemical elements within stars and dispersal of these elements into surrounding space during super-novas; and processes that stars undergo in their juvenile stage, through middle age, to death. *ESC 4239 recommended.*

ESC 4250 Conservation and the Nation (3 q.h.)

This course provides an overview of the ways in which people interact with the environment. Topics covered include: air and water pollution; waste disposal; farming and soil conservation; and general principles of ecology, emphasizing human impact on the environment and how it has changed in North America over the past few hundred years.

ESC 4251 Conservation and the Community (3 q.h.)

Study of conservation problems and land-use practices at the local level. Includes an in-depth study of urban development and its impact on the environment. *Prereq.* ESC 4250 recommended.

ESC 4252 Conservation Management (3 q.h.)

This course reviews the structure of local governments and the role played by government in regulating people's impact on the environment. Topics include: land use planning and zoning; conservation commissions; wetlands protection; groundwater and drinking water protection; solid waste and hazardous waste management; and sources of information or assistance for community efforts. *Prereq.* ESC 4251 is recommended.

ESC 4410 Disasters, Nature's Violence and the Human Threat (3 q.h.)

For the student who wishes to acquire an understanding of the causes, the nature, and the geographical occurrence of natural and human induced disasters. An introductory course designed to probe a wide variety of potential hazards and actual disasters to educate the student to the impact and consequence of such events. The course is designed to serve students with an interest in geography, the earth sciences, and the environment, and to assist students in obtaining a solid, but not excessively technical, insight into the workings and consequences of disasters facing humankind.

ESC 4415 A New Look at Dinosaurs (3 q.h.)

This course is designed to provide students with a background in the geological, biological and anatomical concepts needed to understand the world of dinosaurs. The various types of dinosaurs including the taxa of each group; i.e. their distribution, diversity and functional morphology will be explored. New discoveries about dinosaurs will be

discussed in order to better understand the processes of dinosaur evolution and extinction.

ESC 4435 Air Quality (3 q.h.)

While modern societies contribute much pollution to the atmosphere, natural processes can also adversely affect air quality. This course discusses the wide range of impacts which can affect air quality including: particulates such as asbestos or lead-rich dust, volcanic ash, or ash from forest fires and power generation; biological inputs such as pollen and methane from landfills or cattle feedlots; and gaseous chemical pollutants such as radon and volatile organic compounds. It provides an overview of current air-quality legal standards, and methods of monitoring air quality. Selected topics in indoor air quality are also presented.

ESC 4450 Introduction to Hydrology (3 q.h.)

This course describes the processes which affect the movement and composition of water at and near the earth's surface, including rain and atmospheric chemistry; groundwater; rivers; lakes; estuaries; and the sea. Also discussed is how an understanding of these processes can be used to manage the use of water resources.

ESC 4680 Science, Technology, and Ancient Societies (3 q.h.)

Interdisciplinary course conducted using an independent study/seminar approach. An examination of changes in sciences, technologies, and societal structures from prehistory through classical cultures and the beginning of the Renaissance.

ESC 4681 Science, Technology, and Modern Societies (3 q.h.)

Interdisciplinary course conducted using an independent study/seminar approach. An examination of changes in sciences, technologies, and societal structures from the beginning of the Renaissance through the period of industrialization and the present day.

ESC 4682 Science, Technology, and Society (Intensive) (6 q.h.)

Same as ESC 4680 and ESC 4681.

ESC 4685 Contemporary Issues in Science, Technology, and Society (3 q.h.)

Interdisciplinary course conducted using an independent study/seminar approach. An examination of the impacts of Science, Technology, and Society on each other. Topics may include, but are not limited to, contem-

porary and future technical and societal issues in biotechnology; communications, computers, information and artificial intelligence; modern manufacturing developments; environment; energy; medicine; health care; transportation; space; forensics; patents; and technology transfer. Competing technical and societal interests will also be considered.

ESC 4700 Advanced Tutorial 1 (3 q.h.)

Opportunity to take upper-level course independently. See page 29 for details. *Prereq.* 87 q.h.

ESC 4701 Advanced Tutorial 2 (3 q.h.)

See ESC 4700.

ESC 4801 Independent Study 1 (3 q.h.)

Opportunity to undertake special research. See page 29 for details. *Prereq.* 96 q.h., 3.0 q.p.a.

FINANCE

FI 4101 Personal Finance (3 q.h.)

A practical approach to problems involved in managing personal finances. Includes financial planning, budgeting, obtaining credit and loans, income taxes, savings and investments, life insurance, home buying, and estate planning. Subjects are treated in a nontechnical manner. Recommended for non-finance majors.

FI 4104 Planning Your Investment Portfolio (3 q.h.)

Participants work with the instructor to develop their own personal investment portfolio. The course begins with each student setting his/her investment goals in terms of desired profitability, risk taking and the timing of wealth creation. After an introduction to Wall Street, stocks, bonds, mutual funds and other investments are evaluated and selected to comprise portfolios that best meet each participant's goals. (For non-finance majors.)

FI 4301 Principles of Finance (3 q.h.)

The scope and nature of finance, introducing basic financial concepts and principles. Includes financial analysis, financial planning, working capital management, the time value of money, and an introduction to financial markets and different types of securities. Spreadsheets used. *Prereq.* ACC 4102, ECN 4116 and MIS 4102 or MIS 4114.

FI 4302 Financial Management (3 q.h.)

Introduction to financial management from both domestic and international perspectives. Includes valuation, leverage, financial analysis and planning, working capital management, capital budgeting, cost of capital, and long-term and short-term financing decisions. Spreadsheets used. *Prereq.* FI 4301. *Please bring a calculator to class.*

FI 4307 Small Business Finance (3 q.h.)

Uses basic processes, principles, tools, and concepts of finance within the parameters of a small business to develop a complete financial plan that projects the future circular flow of funds by analyzing and then integrating the impact of both investment decisions (use of funds) and financial decisions (source of funds).

FI 4310 Investment Principles (3 q.h.)

Investment concepts, practices, and procedures. Reviews various types of investments, including the role of security markets and security analysis. *Prereq.* FI 4301.

FI 4320 Credit Principles (3 q.h.)

Introduction to credit and its functions. Examines the role of the credit executive, credit investigation, documentary credit, trade credit, and organization of the credit department. *Prereq.* FI 4301.

FI 4325 Budgeting and Planning (3 q.h.)

Studies the interrelation between functional areas in an organization using consolidated profit planning as an integrating device. Topics covered include: cost concepts, cost-volume-profit analysis, profit planning, general expense planning, production planning, purchasing, activity-based costing, and just-in-time inventory management. *Prereq.* FI 4301.

FI 4332 Management of Banks and Financial Institutions (3 q.h.)

Covers financial management and the operation of bank and nonbank financial institutions and their role in the economy. Discusses objectives, services, asset management, liquidity, pricing, capital adequacy, and sources of financing and profitability in a changing economic and regulatory environment. Lectures, discussions, and case studies. *Prereq.* FI 4302. *Not open to students who have taken FI 4330 or FI 4335.*

FI 4336 Insurance Principles and Relation to Risk Management (3 q.h.)

This course covers the primary areas of Casualty Insurance, such as General Liability, Special Liability, Bonding, Crime, and Reinsurance. This is followed by a review of Insurance Contracts. The course also examines Life Insurance, Annuities, Life Insurance Planning, Life Contract Provisions and Options, Health and Disability Insurance, Employee Benefits, and various forms of government required insurances. Insurance is also considered as it relates to the function of a Risk Manager. Case studies are an important part of this course.

FI 4340 The Planning and Funding of Employee Benefits (3 q.h.)

Course examines issues related to employee benefits from a financial perspective. Topics covered include group-life and disability income benefits, life insurance, pension plans, pension costs and funding, profit sharing, savings plans, 401k and ESOP plans, and the funding of employee benefit plans in general. This course is particularly well suited to individuals responsible for the design and/or management of employee benefit plans as a function of either financial management or human resources management capacities. It is also appropriate for those wishing to better understand their own personal benefit plans.

FI 4360 Speculative Markets (3 q.h.)

Studies futures contracts and options contracts, their rapid growth in speculative markets, and the uses of these contracts. Both individual investors and institutional investors such as portfolio managers, banks, multinational corporations, and mutual funds can now minimize their exposure to movements in stock prices, exchange rates, and interest rates by following active and dynamic portfolio strategies that employ these new instruments. *Prereq.* FI 4411 or instructor's permission.

FI 4403 Financial Strategy (Reserved) (3 q.h.)

Financial management using the case-method approach. Includes advanced capital budgeting, capital structure. Decision-making, dividend policy, leasing, convertibles and warrants, mergers, failures and reorganization, and the timing of financial policy. *Prereq.* FI 4302 and 80 q.h.

FI 4411 Investment Management (Reserved) (3 q.h.)

Relationship between the economy and stock prices. Covers corporate analysis, earnings, dividends, and cash flow and introduces portfolio analysis. Studies technical analysis versus fundamental factors. *Prereq.* FI 4310 and 80 q.h.

FI 4421 Credit Management (Reserved) (3 q.h.)

Forms of credit and collection services, including analysis of financial statements, determination of credit-worthiness, creditors' rights, adjustment bureau operations, credit insurance, and guarantees. *Prereq.* FI 4320 and 80 q.h.

FI 4426 Financial Control (Reserved) (3 q.h.)

Studies the development and application of flexible budgets, planning and control of capital expenditures, computer applications in financial analysis and profit planning, pricing decisions, control of decentralized operations, and analysis of budget variations. *Prereq.* FI 4325.

FI 4450 International Finance (Reserved) (3 q.h.)

Introduction to international financial management in the multinational corporation. Analyzes basic problems and finance considerations involved with international investments, trade, and payments. Also covers planning in the international environment related to exchange rates, financial strategy, sources of capital, working capital management, fund flows, and management control through accounting and financial reporting. *Prereq.* FI 4302 and 80 q.h.

FI 4600 Honors Program 1 (4 q.h.)

Opportunity to undertake an in-depth research study project. See page 29 for details. *Prereq.* 96 q.h., 3.5 q.p.a.

FI 4601 Honors Program 2 (4 q.h.)

See FI 4600.

FI 4602 Honors Program 3 (4 q.h.)

See FI 4600.

FI 4701 Independent Study 1 (3 q.h.)

Opportunity to undertake special research. See page 29 for details. *Prereq.* 96 q.h., 3.0 q.p.a.

FI 4702 Independent Study 2 (3 q.h.)

See FI 4701.

FI 4703 Independent Study 3 (3 q.h.)

See FI 4701.

FI 4800 Advanced Tutorial 1 (3 q.h.)

Opportunity to take upper-level course independently. See page 29 for details. *Prereq.* 87 q.h.

FI 4801 Advanced Tutorial 2 (3 q.h.)

See FI 4800.

HEALTH INFORMATION ADMINISTRATION

Currently enrolled students should plan their course of study with the program director to avoid duplication of courses.

HIA 4300 Medical Terminology (4 q.h.)

Analysis and definition of medical terms. Study of anatomical, diagnostic, operative symptomatic and pathological terms relating to all body systems. *Prereq.* BIO 4161/4165, BIO 4162/4166, BIO 4163/4167 or permission of instructor.

HIA 4315 Health Information Administration 1 (3 q.h.)

Introduction to health information systems covering health information history, numbering, filing, security and the health information specialist's relationship to the health facility. Stresses quantitative and qualitative analysis of the health record with emphasis placed on licensing and accrediting standards for documentation of health information. Review of computerized applications used to support various health information systems. *Prereq.* BIO 4161/4165, BIO 4162/4166, BIO 4163/4167 or equiv. and HIA 4300.

HIA 4316 Health Information Administration 2 (3 q.h.)

Study of the preservation and retention of health records, the legal aspects of health information, the study of the basic principles of abstracting and compiling statistics for health care facilities, and the preparation and display of statistical reports. *Prereq.* HIA 4315.

HIA 4328 Nomenclature and Classification 1 (3 q.h.)

Designed to develop basic student competencies in the use of ICD-9-CM and CPT

coding systems, introduce the major coding systems used today in health care delivery systems, identify issues related to coding and data quality and the uses of coding for index development. Review use of encoding systems. *Prereq.* BIO 4161, BIO 4162, BIO 4163 or equiv., HIA 4300, HIA 4315 or instructor's permission.

HIA 4329 Nomenclature and Classification 2 (3 q.h.)

Designed to develop advanced student competencies in the use of ICD-9-CM coding system. Continuation of HIA 4328. *Prereq.* HIA 4328.

HIA 4335 Clinical Practicum 1 (3 q.h.)

First of three clinical practice affiliations will emphasize the technical aspects of health information administration. This clinical will include admitting procedures, health record analysis and retention, release of information, coding and indexing. *Prereq.* HIA 4316 and HIA 4329. *Requires liability insurance coverage.*

HIA 4336 Clinical Practicum 2 (2 q.h.)

The second of three clinical practice affiliations is designed to introduce students to non-traditional health information systems. Students affiliate at long term care facilities, community health centers, HMO's, mental health facilities, VNA's, etc. The health information needs of these facilities are emphasized. Students are also introduced to the role of the health information consultant within non acute care settings. *Prereq.* HIA 4400 and HIA 4335. *Requires liability insurance coverage.*

HIA 4337 Clinical Practicum 3 (3 q.h.)

The final clinical affiliation emphasizes the organizational and managerial aspects of health information systems. Students are required to do special management projects under the direction of the clinical preceptor. Experience in Quality Management programs within hospitals and health care settings is also gained. *Prereq.* HIA 4431, HIA 4415 (formerly HIA 4410) and HIA 4336. *Requires liability insurance coverage.*

HIA 4400 Specialized Health Information Systems (3 q.h.)

Study of non-traditional aspects of health information administration. Special focus is on the management of health information systems in ambulatory, long term care, home

care and psychiatric settings. Tumor registry is also studied. *Prereq.* HIA 4316 and HIA 4329.

HIA 4415 Health Care Quality Management (formerly HIA 4410) (3 q.h.)

Introduction to utilization management, PRO requirements, quality management and risk management in health facilities with emphasis on methodology for development of criteria and tool development and the performance of monitoring and evaluation of patient care, physician and provider performance. Evaluation on monitoring as current method of cost and quality control will also be addressed. *Prereq.* HIA 4400 or permission of instructor.

HIA 4430 Health Information Management 1 (3 q.h.)

Focus is on the organization and management of a Health Information Department within the health care setting. Stresses management principles and practices utilized in health information systems. Management skills necessary to develop organization charts, policies, job descriptions and job procedures are reviewed. The course is designed to develop the student's ability to plan, organize, actuate and control through the principles of management and the practice of health information administration. *Prereq.* HMG 4100, HIA 4329 and HIA 4400.

HIA 4431 Health Information Management 2 (3 q.h.)

Focus is on the management of Health Information Department within the health care setting. Emphasis is placed upon productivity within the hospital and the Health Information Department. Hospital and departmental budgeting, cost control mechanisms, forms design and office layout will also be reviewed. Review of contracting will also be studied. This course is a continuation of HIA 4430. *Prereq.* HIA 4430.

HIA 4500 Health Information Computer Systems (3 q.h.)

Introduction and review of current computer applications being used by Health Information Departments in traditional and alternative health care facilities. Emphasis is placed on information systems relating to health/patient records. Management of health information databases, software applications and systems selection. *Prereq.* COM 4101 and HIA 4400.

HIA 4520 Topics in Health Information Administration (3 q.h.)

Designed to include an extension and expansion of new or updated issues in Health Information Management. Current issues will be introduced in a seminar fashion focusing on training and development, resume writing and interviewing techniques, and utilization, classification and coding, data quality, health care finance and computer trends and application. *Prereq.* HIA 4415 (formerly HIA 4410), HIA 4500, HIA 4431.

HIA 4530 Health Care Systems/Computerized Patient Record Systems (formerly Health Information Systems Analysis) (3 q.h.)

Analysis and design of health information systems. Assessment and decision making applications of computer resources in patient/health information management. Concepts and current methods of computerizing patient/health records. *Prereq.* HIA 4431 and HIA 4500.

HIA 4700 Advanced Tutorial 1 (3 q.h.)

Opportunity to take upper-level course independently. See page 29 for details. *Prereq.* 87 q.h.

HIA 4701 Advanced Tutorial 2 (3 q.h.)

See HIA 4700.

HIA 4800 Independent Study (3 q.h.)

Students will work with the Health Information Administration Program Director to select a topic and/or project to be extensively reviewed and studied. This independent study project is designed to give students the opportunity to explore in-depth a subject relevant to their interests. It is designed to give them the opportunity to study a problem, present a proposal, carry out a course of action and to prepare both a written and oral presentation of their activity. Students are required to present their research to HIA faculty and fellow students using professional audiovisual aids. *Prereq.* HMG 4411 and HIA 4431.

HIA 4900 Cancer Registry Organization and Operation (3 q.h.)

Focus is on organization of cancer and disease registries. Regulatory requirements for approval by various licensing and accrediting agencies will be emphasized. The day to day operation of a cancer registry will be reviewed including topics such as confiden-

tiality, casefinding, follow-up, reporting, etc. Quality control of cancer data is also reviewed. *Prereq.* HSC 4302 or instructor's permission.

HIA 4910 Cancer Registry Abstracting and Coding 1 (3 q.h.)

The principles of cancer registry casefinding and abstracting are reviewed. Cancer staging and coding will be reviewed in detail. Standard treatment modalities and clinical trials/research protocols are also reviewed in detail. This course is the first part of a two part course. *Prereq.* HSC 4302 or instructor's permission.

HIA 4920 Cancer Registry Abstracting and Coding 2 (3 q.h.)

Continuation of HIA 4910 Cancer Registry Abstracting and Coding 1. It is designed to expand student competencies in cancer abstracting, coding and staging with emphasis on the practical applications of each. New and experimental treatment modalities and clinical trials/research will be reviewed in depth. This course is the second part of a two part course. *Prereq.* HIA 4910.

HIA 4930 Cancer Registry Data Utilization and Statistics (3 q.h.)

Focus is on data utilization, standardization of data for comparison and statistical techniques used in cancer registries. Descriptive and analytic epidemiology is studied. Clinical and administrative usage of cancer registry data will be reviewed. Uses of cancer data for patient care, clinical practice and quality management will also be reviewed. *Prereq.* HIA 4900 or instructor's permission.

HEALTH MANAGEMENT

HMG 4100 Managing Health Services Organizations 1 (formerly Hospital Organization and Management 1) (3 q.h.) *

Study of health services organizational structure and administration. Focuses on the complex nature of health administration, its interdependent relationships and organizational strategy. *Prereq.* HMG 4301 or permission of the instructor.

HMG 4101 Managing Health Services Organizations 2 (formerly Hospital Organization and Management 2) (3 q.h.) *

Continuation of HMG 4100, emphasizing organizational issues and management techniques. *Prereq.* HMG 4100.

HMG 4103 Managing Health Services Organizations (Intensive) (formerly Hospital Organization and Management Intensive) (6 q.h.) *

Same as HMG 4100 and HMG 4101.

HMG 4106 First Aid Procedures (formerly REC 4105 Childhood Medical Procedures) (2 q.h.)

Explores emergency care/first aid and medical procedures for infants, children and adolescents who are in the care of professional parents in group homes, foster homes and day care facilities based on the practices of the American Red Cross and Standard of Care by Pediatricians. Prevention will be a major focus. *Not open to students who have taken REC 4105.*

HMG 4200 Health Science Statistics (3 q.h.)

This course introduces the gathering, display, interpretation and manipulation of data as well as the fundamentals of research design in the health care arena. Descriptive statistics such as mean, median, mode, standard deviation as well as sampling protocols will be addressed. Inferential statistics including the research and null hypothesis, confidence limits and the application of Chi-square and degrees of freedom are highlighted. The role and use of probability in sampling and application are also discussed. Internal and external reporting needs as well as primary and secondary source documents will be studied. *Prereq.* MTH 4111, MTH 4107 or equiv.

HMG 4215 Health Law (3 q.h.)

Basic health services organizational legal issues relating to assessing liability, the impact of medical malpractice, risk management, and current ethico-legal dilemmas in the practice of medicine. *Prereq.* HMG 4101 and HMG 4301.

HMG 4301 Health Care Delivery Systems (3 q.h.) *

The structure, function, and organization of health care services.

**It is strongly recommended that this course be taken at the beginning of the student's course of study.*

HMG 4304 Professional Caregiving 1 (formerly REC 4378 Parenting Skills 1) (3 q.h.)
Designed for both experienced and prospective parents/caregivers. It will reinforce and enhance methods that parents/caregivers have already developed to deal effectively with the care of children, adolescents and young adults. For those who feel less confident about their ability or experience, it will point the way to an effective, consistent, philosophical approach. *Not open to students who have taken REC 4380 or REC 4379.*

HMG 4305 Professional Caregiving 2 (formerly REC 4379 Parenting Skills 2) (3 q.h.)

Designed to help parents/caregivers understand and differentiate between psychotic and neurotic behaviors, as well as to identify the symptoms of the unattached child. Specific techniques will be taught that will help the caregiver work successfully with the child, and in the case of the severely disturbed child, adolescent and adult, to be able to work as part of a therapeutic team in a treatment plan. *Not open to students who have taken REC 4378 or REC 4380.*

HMG 4306 Professional Caregiving (Intensive) (formerly REC 4380 Parenting Skills Intensive) (6 q.h.)

Same as HMG 4304 and HMG 4305. *Not open to students who have taken REC 4378, REC 4379, or REC 4380.*

HMG 4310 Principles and Practices of Community Health 1 (3 q.h.)

Community health care activities. Emphasizes community health promotion and the coordination and integration of medical and self-care activities with the needs, goals, and resources of the community. *Prereq. HMG 4101 and HMG 4301.*

HMG 4311 Principles and Practices of Community Health 2 (3 q.h.)

Continuation of HMG 4310. Emphasizes specific community health problems. *Prereq. HMG 4310.*

HMG 4325 Health Planning and Regulation (3 q.h.)

Analysis of past and present interventions that affect the supply and demand side of the health care system at the community, state, regional, and national levels. Planning and regulations are discussed in the context of political considerations influencing their implementation and effectiveness. *Prereq. HMG 4215.*

HMG 4390 The Patient's Impact on Decision-Making (3 q.h.)

Explores some of the personal dimensions of illness and treatment and the nature of the relationships between ill people and those trying to care for them. Emphasis on how this interaction effects and influences health management decisions. *Prereq. HMG 4101 and HMG 4301.*

HMG 4400 Health Care Financial Management 1 (3 q.h.)

Introduction to health care financial management, including issues in fund accounting, control, and reimbursement. *Prereq. FI 4301, HMG 4101 and HMG 4301.*

HMG 4401 Health Care Financial Management 2 (3 q.h.)

Continuation of HMG 4400. *Prereq. HMG 4400.*

HMG 4411 Research for Managers (3 q.h.)

Provides students with an awareness of the research process and the scientific methods. Types of research design and appropriate approaches to research problems will be covered from both the perspective of a consumer of research data and from that of a person doing research in real world settings. Emphasis will be placed on integrating the research process into the professional decision-making process in the real world. *Prereq. COM 4101, HMG 4200 or equiv., HMG 4101 and HMG 4301.*

HMG 4440 Health Care Operations Management (3 q.h.)

An applications-oriented case course focusing on selected operations management planning, restructuring, and control problems common to hospitals and other health service organizations. *Prereq. HMG 4101 and HMG 4301.*

HMG 4445 Health Care Marketing and Communication 1 (3 q.h.)

Examines marketing in health services organizations focusing on the connections between marketing and strategic management. *Prereq. HMG 4101 and HMG 4301.*

HMG 4446 Health Care Marketing and Communication 2 (3 q.h.)

Continuation and expansion of topics covered in HMG 4445. *Prereq.* HMG 4445.

HMG 4580 Information Processing in Health Care (3 q.h.)

Introduction to computer applications and management in health care facilities, including the evolution and application of computer use in health, clinical, and business information systems; patient care; management; public health; and reimbursement. The information flow of clinical and nonclinical patient data is applied to the principles of information system life-cycle development. The role of the health manager in selecting, implementing, and evaluating information systems for health care facilities is considered. *Prereq.* HMG 4101 and HMG 4301.

HMG 4600 Long-Term Care Administration 1* (6 q.h.)

Organization of care for the long-term and chronically ill patient. Examines the goals, purposes, and design of long-term care facilities as well as budgeting, financing, capital funding, and administration. *Prereq.* HMG 4101 and HMG 4301.

HMG 4601 Long-Term Care Administration 2* (6 q.h.)

Study of internal and external systems pertinent to the long-term care facility. Examines such topics as the nursing unit, the role of the physician, therapies, licensing agencies, hospitals, and methods for improving services. *Prereq.* HMG 4600 or *equiv.* or permission of the instructor.

HMG 4602 Long-Term Care Administration 3* (6 q.h.)

Examination of long-term care institutions and their impact on the health care industry. Considers the nature and problems of aging and the care of the elderly in the home, in the community, and in institutions. A general survey and summary of the Massachusetts Nursing Home Administrators Licensure Examination is included. *Prereq.* HMG 4601 or *equiv.* or permission of the instructor.

HMG 4610 Principles and Practices of Community Mental Health (3 q.h.)

Introduction to the principles of community mental health, emphasizing the development, implementation, operation, delivery, and use of community mental health services. *Prereq.* HMG 4101 and HMG 4301.

HMG 4620 Current Issues in Health Services Management (3 q.h.)

This course focuses on understanding the issues and learning how to prevent and solve administrative and biomedical ethical problems in health care settings. Included are strategies for dealing with withdrawal and withholding of treatment, DNR orders, death and dying, HIV and AIDS, informed consent, social responsibility among other topics.

HMG 4652 Health Management Practicum 1 (4 q.h.)

Working in conjunction with a preceptor, the student performs independent work within an administrative setting. Projects include problem identification, data gathering, analysis of alternatives and implementation of a plan of action. *Students must have completed 75 percent of the degree requirements before registering for this course. Applications for registering must be submitted one full quarter prior to the desired starting date. Contact the program office at 617-373-5796 for direction sheet and petition form.*

HMG 4653 Health Management Practicum 2 (4 q.h.)

A continuation of HMG 4652.

HMG 4700 Advanced Tutorial 1 (3 q.h.)

Opportunity to take an upper-level course independently. See page 29 for details. *Prereq.* 87 q.h.

HMG 4701 Advanced Tutorial 2 (3 q.h.)

See HMG 4700.

HMG 4801 Independent Study 1 (3 q.h.)

Opportunity to undertake special research. See page 29 for details.

HMG 4802 Independent Study 2 (3 q.h.)

See HMG 4801.

HUMAN RESOURCES MANAGEMENT

HRM 4301 Organizational Behavior 1 (3 q.h.)

This course is designed to provide a fundamental presentation of the dynamics of organizational life. Emphasis is placed on indi-

*Available 1997-98; offered every other year.

vidual and interpersonal behavior in a work setting. Primary focus is on managerial applications of the organizational sciences and included topics such as motivation, communications, and leadership.

HRM 4302 Organizational Behavior 2
(3 q.h.)

Expanding on the fundamentals of HRM 4301, this course highlights critical issues associated with a changing domestic and international work force, productivity, and development of effective organizational structures. Other topics include stress, counseling, employee rights, and group dynamics. *Prereq.* HRM 4301.

HRM 4304 Organizational Behavior Intensive 1 and 2 (6 q.h.)
Same as HRM 4301 and HRM 4302.

HRM 4309 Labor Relations (3 q.h.)

An examination of the development, current status and role of organized labor and management structures. The rights and responsibilities of employer organizations, individual employees and their influence on labor relations will be studied. Collective bargaining and grievance procedures will be introduced within the legal framework under which they function. Student participation will be required during case analysis and exercises.

HRM 4310 Human Resources Management
(formerly Personnel Management 1)
(3 q.h.)

Study of the role of the human resources manager and department. Particular focus on the techniques of employee forecasting, recruitment, compensation and employee relations. Case study and exercises will also deal with critical issues around affirmative action and employee safety.

HRM 4320 Techniques of Employee Selection (3 q.h.)

Fundamental and advanced methods of recruitment, selection, and placement techniques are covered. This includes well-known methods such as interviewing and employee testing as well as controversial methods such as handwriting analysis and drug testing.

HRM 4321 Wage and Salary Administration (3 q.h.)

Wage and salary determination, including merit and incentive plans, wage and salary

structure, compensation methods, and the impact of employer-employee relations on compensation systems.

HRM 4322 Employee Benefits (3 q.h.)

Study of private and public problems related to job and worker income security. Includes unemployment compensation, training and employment services, private guaranteed income, retirement pension plans, and disability and group insurance.

HRM 4325 Training and Development in Organizations (3 q.h.)

Explores the basics of training in a variety of settings in organizations. Special emphasis is placed on training and development as a human resource function by providing an overview of the principles of adult learning, needs assessment, goal setting, and design and evaluation.

HRM 4333 Employment Rights (3 q.h.)

This course examines the development and present status of laws and regulations affecting the U.S. work force. It examines basic employment concerns, from both the employee and employer perspective, such as hours of work, minimum wage, health and safety, as well as issues of access and opportunity, such as EEO, ADA, and Family and Medical Leave. Current court rulings, case studies and analysis will focus students on critical issues and challenges facing individuals, businesses and society entering the 21st century.

HRM 4334 Human Resources Information Systems (3 q.h.)

This course will explain the effective management of computer-based methods in such areas as workforce planning, skills inventory, payroll, and government report generation. Basic techniques of data collection and system design and implementation will be discussed. Students will learn to use information systems to solve human resource problems in a cost-effective manner.

HRM 4345 Comparative International Labor Relations Systems (3 q.h.)

Comparison and contrast of selected international labor relations systems with that of the United States, including recent developments such as worker participation and co-determination. Research and preparation of position paper by the student; class discussion. *Prereq.* HRM 4302.

HRM 4347 Managing People in International Settings (3 q.h.)

This course deals with effective human resource management in international and cross-cultural environments. The student will investigate the selection, orientation and training of personnel for work in multicultural environments. Focusing on the management of the international employee in the United States and abroad, effective cross-cultural communication and behavior will be stressed. *Prereq.* HRM 4302.

HRM 4348 The Changing Work Force (3 q.h.)

As we approach the 21st Century, a key word for businesses and individuals alike is change. Research and the popular press bombard us with predictions of increasing complexity in the workplace. In this course, students will consider the many effects of globalization, diversity, technological change, new work force arrangements. Strong consideration will be given to the individual and organizational skills necessary to function effectively in the midst of turbulence and transition.

HRM 4415 Leadership (Reserved) (3 q.h.)

In this course, the leadership function in a variety of organizational settings is studied. Using a contingency approach, students explore a range of possible leadership behaviors, relating the appropriateness of a particular style to a number of situational factors. Readings provide an opportunity to explore several contingency theories of leadership and cases allow for the application of these models. *Prereq.* HRM 4302 or HRM 4304 and 80 q.h.

HRM 4600 Honors Program 1 (4 q.h.)

Opportunity to undertake an in-depth research study project. See page 29 for details. *Prereq.* 96 q.h., 3.5 q.p.a.

HRM 4601 Honors Program 2 (4 q.h.)

See HRM 4600.

HRM 4602 Honors Program 3 (4 q.h.)

See HRM 4600.

HRM 4701 Independent Study 1 (3 q.h.)

Opportunity to undertake special research. See page 29 for details. *Prereq.* 96 q.h., 3.0 q.p.a.

HRM 4702 Independent Study 2 (3 q.h.)

See HRM 4701.

HRM 4703 Independent Study 3 (3 q.h.)

See HRM 4701.

HRM 4800 Advanced Tutorial 1 (3 q.h.)

Opportunity to take upper-level course independently. See page 29 for details. *Prereq.* 87 q.h.

HRM 4801 Advanced Tutorial 2 (3 q.h.)

See HRM 4800.

HEALTH SCIENCE

HSC 4210 Basic Nutrition (3 q.h.)

Introduction to nutrition science, foods, and major nutrients. Focuses on current scientific knowledge of nutrition and how this knowledge can guide an individual toward making appropriate food choices.

HSC 4220 Basic Pharmacology (3 q.h.)

Introduction to the major categories and classes of pharmacological agents. Covering: mode of action, indications, contraindications, major interactions, toxicity and side-effects. *Prereq.* BIO 4163, CHM 4135, or equiv., or instructor's permission.

HSC 4301 Pathophysiology 1 (3 q.h.)

The pathophysiology of major diseases. Discusses diagnosis and treatment, emphasizing inflammation, immunology, infectious disease, oncology, endocrine disorders, and trauma. *Prereq.* BIO 4163/4167 or equiv.

HSC 4302 Pathophysiology 2 (3 q.h.)

Continuation of HSC 4301, using an organ-system approach to disease. Emphasizes cardiovascular, gastro-intestinal, pulmonary, and musculo-skeletal diseases. *Prereq.* HSC 4301.

HSC 4310 Public Health 1 (3 q.h.)

Study of principles of public health and current mental and physical health problems. Includes communicable diseases, mental health, maternal and child health, official, voluntary, and international health organizations, and alcoholism. Also examines federal, state, and community resources mobilized to aid in prevention, identification, treatment, and rehabilitation.

HSC 4311 Public Health 2 (3 q.h.)

Continuation of HSC 4310. Includes environmental health, chronic diseases, preventive medicine, and public health education.

HSC 4315 Environmental Problems and Health (3 q.h.)

Environmental conditions on land and in the air and water, including the causes of pollution, its effects on human and other life, and a general discussion of current control methods. Emphasizes the significance of environmental problems for the individual.

HSC 4320 Training and Development in the Health Professions 1 (3 q.h.)

Educational program designed for the practitioner, including program planning, teaching strategies, and the development and evaluation of educational objectives.

HSC 4321 Training and Development in the Health Professions 2 (3 q.h.)

Continuation of HSC 4320. Emphasizes program implementation and evaluation and student motivation. *Prereq.* HSC 4320.

HSC 4350 Introduction to Environmental Health and Safety (3 q.h.)

This course highlights key aspects of the Environmental Health and Safety field. Topics include biological safety, chemical safety, industrial hygiene, general safety, toxicology, radiation protection, environmental protection, and hazardous waste management. Regulatory agencies such as the Occupational Safety and Health Administration (OSHA), the Nuclear Regulatory Commission (NRC), and the Environmental Protection Agency (EPA) will be discussed along with applicable regulatory requirements. *Prereq.* entry level chemistry and biology.

HSC 4352 Environmental Law (3 q.h.)

This course will present the 20th Century evolution from the common law to the current laws and regulations pertaining to occupational health and safety and environmental protection. The course will look at how this segment of administrative law fits within the parameters of the U.S. Constitution while attempting to achieve societal and political objectives. Rather than being an exhaustive examination of major environmental legislation, the course will utilize selected laws and agency regulations to illustrate the authority possessed by federal and state governments, and by the courts, and the limits imposed upon such authority. *Co-requisite with HSC 4350.*

HSC 4354 Loss Prevention and Fire Safety (3 q.h.)

This course expands upon the fundamental techniques of job safety analysis to non-occupational injuries, products safety, and property loss prevention. Life safety code, consumer product protection, and fire protection programs are reviewed as part of risk management.

HSC 4380 Mental Health and Counseling (3 q.h.)

This course is designed to assist students in becoming more willing and able to reach out to school age children from a base of self-understanding and to aid them in deepening their human capacity to recognize and respond to the emotional dimensions of many health-related situations. Additionally, the student will apply the knowledge gained in a school setting. *Prereq.* PSY 4352 and PSY 4280.

HSC 4401 Occupational Safety (3 q.h.)

This course introduces the fundamental concepts of designing and implementing safety programs for construction and general industry. Job safety analysis, safety management techniques, and regulatory requirements are reviewed through text readings and case studies for a variety of workplaces. *Prereq.* HSC 4350.

HSC 4402 Health Hazards of Workplace Environments (3 q.h.)

This course will cover how to recognize, evaluate, and control hazards of different industrial and workplace environments. General industry processes such as welding, machining, degreasing, electroplating, etc., will be discussed as well as the hazards of different types of production facilities (electronics, semiconductor, petroleum refining, pharmaceuticals, etc.). The hazards of hazardous waste sites and offices in sick buildings will also be reviewed. Field trips to three area industrial facilities will be arranged. *Prereq.* HSC 4350.

HSC 4403 Environmental Compliance (3 q.h.)

This course focuses on the major environmental problems and regulations that have developed over this last century. Requirements under the CAA, CWA, RCRA, SARA and CERCLA will be covered in depth. Various control technologies and industry practices as they relate to these regulations will also be reviewed and discussed. Includes an overview of ISO 14000. *Prereq.* HSC 4350.

HSC 4404 Hazardous Waste Management (3 q.h.)

This course provides a comprehensive overview of the proper identification, management and disposal of infectious, radioactive, chemical and mixed wastes. Common industry practices and disposal technologies will be addressed for the various waste streams. Includes a review of generator status and waste minimization principles. *Prereq.* HSC 4350.

HSC 4475 Methods of School Health Education (3 q.h.)

This course is designed to assist the entry level health education in the development of competencies and skills necessary to function effectively in the health promotion fields. Major emphasis will be on concepts of planning and delivering health education programs.

HSC 4501 Industrial Toxicology (3 q.h.)

This course will present the principles of Toxicology with emphasis on workplace exposures. Route of exposure, dose-response relationship, types of toxicity and the modes of action of toxic substances will be covered. Workplace examples include exposure to air contaminants, metals, pesticides, carcinogens, and mutagens. Federal regulations and the basis for workplace standards are discussed, including threshold limit values and biological exposure indices. Sources of toxicological information are explored. *Prereq.* BIO 4163, CHM 4135 and MTH 4120.

HSC 4502 Industrial Hygiene Measurements (3 q.h.)

All aspects of general industrial hygienic practice will be covered including: how toxic substances behave in the workplace atmosphere, state-of-the-art measurement techniques for toxic exposures (gases, vapors, and particulates), calibration and use of air sampling equipment, and compliance with OSHA standards for chemical exposures. An overview and introduction to measurement of other workplace hazards (noise, heat, stress, radiation and ventilation) will also be covered. Lab sessions will cover use of calibration of instruments. *Prereq.* HSC 4350 and MTH 4120.

HSC 4503 Engineering Control of Chemical Hazards in the Workplace (3 q.h.)

Exposure to chemicals in the workplace needs to be controlled to below the OSHA permis-

sible exposure limits. The preferred control method is by engineering methods, specifically general and local exhaust ventilation. This course will emphasize the design, selection, and performance evaluation of general and local exhaust ventilation systems. It will also cover non-engineering control methods such as personal protective equipment (respirators and protective clothing). *Prereq.* HSC 4350 and MTH 4120.

HSC 4504 Recognition and Control of Non-Chemical Hazards in the Workplace (3 q.h.)

Non-chemical hazards that need to be evaluated in the workplace include noise, heat and cold stress, and ionizing and non-ionizing radiation. This course will cover evaluation and measurement techniques and control of non-chemical hazards. Lab sessions of equipment calibration and use will be included. *Prereq.* PHY 4102 and MTH 4120.

HSC 4600 Advanced Nutrition (3 q.h.)

The study of the function of nutrients in the human organism. Includes nutrient needs in health and disease states, and at varying stages of the life cycle. Includes recent developments in normal nutrition and a critical review of the literature and experimental data on which principles of human nutrition are based. *Prereq.* HSC 4210.

HSC 4601 Advanced Pharmacology (3 q.h.)

Continuation of HSC 4220. Includes pharmacokinetics, metabolism, age effects. Additional pharmacological categories are discussed with emphasis on drug utilization reviews and patient profile monitoring. *Prereq.* HSC 4220, *equiv.* or instructor's approval.

HSC 4610 Geriatric Nutrition (3 q.h.)

Integration of basic nutrition principles with the most current information on the aging process. Reviews state, local, and federal nutrition programs in terms of services, eligibility, and effect upon the elderly. *Prereq.* knowledge of basic nutrition or instructor's permission.

HSC 4700 Advanced Tutorial 1 (3 q.h.)

Opportunity to take upper-level course independently. See page 29 for details. *Prereq.* 87 q.h.

HSC 4701 Advanced Tutorial 2 (3 q.h.)

See HSC 4700.

HSC 4706 Health Education Practicum

Allows for full-time participation in a university-arranged and supervised school program designed to analyze learning and teaching and to demonstrate, evaluate, and develop teaching skills at the appropriate level in Health Education. *Prereq.* Formal acceptance into program and completion of advanced professional sequence with a grade of at least C in each professional course and a minimum overall QPA of 2.500.

HSC 4801 Independent Study 1 (3 q.h.)

Opportunity to undertake special research. See page 29 for details. *Prereq.* 96 q.h., 3.0 q.p.a.

HSC 4802 Independent Study 2 (3 q.h.)

See HSC 4801.

HSC 4803 Independent Study 3 (3 q.h.)

See HSC 4801.

HISTORY

HST 4101 The Civilization of the Ancient and Medieval Worlds (formerly History of Civilization 1) (3 q.h.)

Development of human institutions up to the end of the Middle Ages. Emphasizes the continuities and changes that occur within civilizations and the similarities, differences, and relationships that exist among contemporary civilizations around the world. Explores implications of each historical period for our lives today.

HST 4102 The Civilization of the Early Modern World (formerly History of Civilization 2) (3 q.h.)

The period from the end of the Middle Ages to the French Revolution in 1789. Emphasizes the intellectual, technological, and political expansion of Europe and the reactions of the rest of the world to it. Special attention is given to such topics as the rise of dynastic states, the rise and fall of mercantilism, the scientific revolution, exploration and gunpowder technology, and order and revolution.

HST 4103 The Civilization of the Modern World (formerly History of Civilization 3) (3 q.h.)

The world from 1789 to the present. Includes capitalism, industrialization, nationalism, imperialism, the clash of ideologies in the nineteenth century, and a study of total war

in the present century. Based on this historical study, the prospects for the future will be explored.

HST 4110 History of Civilization A (4 q.h.)

Major ideas and institutions of civilizations from ancient times to 1648. *For Alternative Freshman-Year students only. Not open to students who have taken HST 4101 or HST 4102.*

HST 4111 History of Civilization B (4 q.h.)

Continuation of HST 4110, covering the period since 1648. *For Alternative Freshman-Year students only. Not open to students who have taken HST 4102 or HST 4103.*

HST 4201 American History 1763-1848

(formerly American History 1) (3 q.h.)

America from 1763 to 1848, with attention to the development of political, economic, and social institutions in the new republic.

HST 4202 American History 1848-1917

(formerly American History 2) (3 q.h.)

The United States from 1848 to 1917, with attention to the Civil War, economic development thereafter, and the Progressive Era.

HST 4203 American History Since 1917 (formerly American History 3) (3 q.h.)

The United States since 1917, an age of urbanized industrialism and international involvement and crisis.

HST 4241 The Historian's Craft (3 q.h.)

Discussion of ways in which the historian studies the past, with emphasis on research and writing.

HST 4250 Historical Geography (3 q.h.)

Studies the impact of geography on history. This course may be used to satisfy the Standard I geography requirement for students seeking Massachusetts certification as a secondary education teacher of social studies or history.

HST 4263 Oral History (3 q.h.)

Learning history from those who lived it, students conduct tape-recorded interviews of first-hand experiences in a selected area of twentieth-century history. Students need access to an audiotape recorder. (Thematic Group B or E)

HST 4265 Introduction to Public History (3 q.h.)

Topics include the new discipline of public historical archiving, the construction of historical displays and exhibits, the preservation and restoration of historic sites and struc-

tures, the editing of historical documents and journals, the operation of historical societies, and the production of historical media programs.

HST 4270 History and Film (3 q.h.)

Explores the manner in which filmmakers use historical subjects for their projects and the ways in which historians analyze films as primary sources for research. Presents both dramatic and documentary films in combination with readings from various source and interpretive materials. This course meets for three hours each week. (Thematic Group D)

HST 4272 Topics in History on the Screen (3 q.h.)

Study of a topic or historical time period and how the topic or time period is portrayed in feature films. Students will study the topic and then compare the films with history. Films will be excerpted for class viewing; full-length films will be on reserve in the Library. Students may take this course more than once provided that they focus on a different topic each time. (Thematic Group depends on subject of course.)

HST 4301 Technological Transformations of Society (3 q.h.)

The relation between technological innovations and the world in which they take place. Discusses conditions necessary for discovery and innovation and the impact of technology on the political, economic, and social environment. (Thematic Group D)

HST 4302 History of Flight and Space Travel (3 q.h.)

Beginning with the ancient Greeks' and Leonardo da Vinci's dreams of flight, the course traces the history of nonpowered flight from the balloon experiments of the Montgolfier brothers to contemporary hang-gliders; of powered flight from the Wright brothers through supersonic transport; and of rocketry and space travel from their beginnings through the *Enterprise*. (Thematic Group D)

HST 4303 History of the Automobile (3 q.h.)

History of the automobile in Europe and America. Includes invention, production, impact on social and economic life, and the problems of pollution and energy. (Thematic Group D)

HST 4401 Ancient Middle East (3 q.h.)

Study of ancient cultures and peoples in the Middle East to the rise of Islam. (Thematic Group G)

HST 4403 History of the Jews 1 (3 q.h.)

Cultural and intellectual survey of the Jews from the end of antiquity to early modern times. (Thematic Group G)

HST 4404 History of the Jews 2 (3 q.h.)

Role and position of the Jews in modern history. (Thematic Group A)

HST 4407 Ancient Greece (3 q.h.)

Origin and development of Greek civilization. (Thematic Group G)

HST 4408 Ancient Rome (3 q.h.)

Ancient Roman civilization, emphasizing the rise of the Republic and the decline of the Empire. (Thematic Group G)

HST 4410 The Middle Ages (3 q.h.)

History of Europe from the fall of Rome to 1350. (Thematic Group G)

HST 4414 History of the Early Christian Church (3 q.h.)

The history of Christianity from the time of Christ to 800, with attention to Jewish-Christians, St. Paul, and the Papacy. (Thematic Group G)

HST 4415 The Age of Luther, Calvin, and Loyola (3 q.h.)

The Protestant and Catholic Reformations from intellectual, social, economic, political, and artistic perspectives from the later Middle Ages to 1648, with attention to historiography and conflicting interpretations. (Thematic Group G or H)

HST 4416 The Christian Church in Modern Times (3 q.h.)

The history of Christianity after the mid-seventeenth century, with attention to the rise of Protestant denominations, the impact of the Enlightenment, and the conflict between fundamentalism and modernism.

HST 4418 Renaissance Civilization (3 q.h.)

The Renaissance in Italy and northern Europe with attention to intellectual, religious, social, artistic, and economic developments and special emphasis on Renaissance art, literature, and science. *Not open to students who intend to receive credit for HST 4419.* (Thematic Group G or H)

HST 4423 Europe 1789-1870 (3 q.h.)

Europe from the French Revolution to the Franco-Prussian War with a stress on the struggles for liberalism and nationalism.

HST 4424 Europe 1870-1921 (3 q.h.)

Background of World War I, including nationalism, militarism, imperialism, and the alliance system, as well as the making of war and peace. (Thematic Group C)

HST 4425 Europe Since 1921 (3 q.h.)

Europe after World War I; World War II; the Cold War; and the efforts to unify the continent. (Thematic Group C)

HST 4434 Family History (3 q.h.)

History of the family in Europe and America from 1600 to the present. Includes the changing nature and role of the family, marriage and divorce, child rearing, and aging. (Thematic Group A or E)

HST 4435 Women in European History (3 q.h.)

Historical examination of the position and role of women in European life. (Thematic Group A or E)

HST 4446 Enlightenment and Romanticism (3 q.h.)

Examination of cultural history in Europe from the late seventeenth century to the first third of the nineteenth century, with attention to the process by which the Age of Romanticism replaced the Age of Enlightenment.

HST 4452 The French Revolution and Napoleon (3 q.h.)

Examines the nature of the French Revolution and the era of Napoleon, with attention to their impact on France and Europe and with special attention to historiography, conflicting interpretations, and contemporary documents. (Thematic Group H)

HST 4455 Ireland Since 1800 (3 q.h.)

The Irish question in British politics from the Act of Union to the present. (Thematic Group C)

HST 4460 Germany from Weimar to Auschwitz (3 q.h.)

Examination of Germany's history from 1918 to 1945, with special attention to the brilliance of the Weimar cultural revolution and its later persecution by the Nazis, the appeal of Nazism and the Third Reich, the roots of anti-Semitism and racism, and World War II and the Holocaust. (Thematic Group C)

HST 4461 The Holocaust (3 q.h.)

An historical and sociological examination of the genocide perpetrated by the Nazis during World War II, its antecedents, theoretical and technological underpinnings, and mechanisms. Attention will also be paid to the attitudes and actions of the surrounding populations, of Germany's friends and enemies, and of the world since the end of that war. (Thematic Group C)

HST 4466 Eastern Europe Since 1500 (3 q.h.)

An examination of the salient historical factors which have driven the evolution of Eastern Europe from the Congress of Buda in 1500 which allied Poland and Hungary in anticipation of German and Russian encirclement through the fateful year 1989 which introduced the end of the Iron Curtain and post-World War II domination by the Soviet Union. (Thematic Group C)

HST 4468 Russia Since 1917 (3 q.h.)

Russian domestic affairs and international relations from the revolutions of 1917 to the present, with special attention to the rise and ultimate fall of Communism. (Thematic Group C)

HST 4470 History of Communism in the Twentieth Century (3 q.h.)

Examination of modern scientific socialism, generally known as communism, with special reference to its history in the Soviet Union, Eastern Europe, China, Cuba, and elsewhere and to the reasons for its rise, expansion, and decline. (Thematic Group C)

HST 4473 Poland in the Twentieth Century (3 q.h.)

Examines forces leading to Poland's national resurrection in 1918 after more than a century of being a nation without sovereignty; the interwar years of reconstruction and consolidation; partition and near annihilation by Hitler and Stalin in World War II; Cold War engulfment by Communism; Solidarity and the achievement of freedom. (Thematic Group C)

HST 4501 Native Americans (3 q.h.)

Survey of native Americans from pre-Columbian times to the present. (Thematic Group A)

HST 4502 Colonial America (3 q.h.)

Topics include exploration and settlement of North America; the development of political, social, and economic institutions; and the international rivalry to 1763. (Thematic Group H)

HST 4503 The American Revolution (3 q.h.)
British-American relations after 1763; war and peace. (Thematic Group H)

HST 4511 Populism and Progressivism (3 q.h.)

Topical history of the United States from 1890 to 1920, concentrating on its reactions to industrialization and urbanization. (Thematic Group C)

HST 4512 The Age of Roosevelt (3 q.h.)

Topical history of the United States in time of world war, prosperity, depression, and war again. (Thematic Group C)

HST 4513 Contemporary America (3 q.h.)

The American people from the close of World War II to the present. (Thematic Group C)

HST 4523 American Diplomatic History (3 q.h.)

Selected topics in the history of American foreign relations and policy since 1789. (Thematic Group C or H)

HST 4530 American Economic History (3 q.h.)

Selected topics in the development of the capitalist economy in the United States, with attention to the role of government since 1789. (Thematic Group B, C, or H)

HST 4531 American Business History (3 q.h.)

Examines the rise of business in America, the role of the corporation, horizontal and vertical combinations, business and labor, and business and government. (Thematic Group B, C, or H)

HST 4535 History of the American Film Industry (3 q.h.)

The production, distribution, and exhibition of feature films in America from the 1890s to the present, with emphasis on the development of studios in California, the rise and fall of the contract system, censorship, government regulation, and foreign investment. (Thematic Group B, C, or D)

HST 4536 American Radio History (3 q.h.)

Radio in America from the days of Marconi to the present, with emphasis on the coming of commercial stations, the rise of networks, government regulation, the golden age of radio programs, the impact of television, and the nature of radio at the end of the twentieth century. (Thematic Group B, C, or D)

HST 4537 American Television History (formerly HST 4306) (3 q.h.)

Examines the evolution of the medium from the 1920s to the present with emphasis on the development of networks, programming, advertising, the impact of cable, and television's regulatory structure. (Thematic Group B, C, or D)

HST 4540 American Social History (3 q.h.)

Selected topics in the life of the American people since 1789. (Thematic Group B or E)

HST 4541 The Italian Experience in America (3 q.h.)

The Italian presence in America from earliest times to the present, with attention to exploration, immigration, and later generations. Fiction, videos, and taped interviews will supplement historical texts. (Thematic Group B)

HST 4542 Women in American History (3 q.h.)

Historical examination of the position and role of women in American life. (Thematic Group B or E)

HST 4543 African-American History (3 q.h.)

History of African Americans from colonial times to the present. (Thematic Group A)

HST 4547 History of Sport in America (3 q.h.)

History of the major sports and their impact on American life. (Thematic Group B, C, or H)

HST 4548 American Heroes (3 q.h.)

Comparative exploration of the nature and functions of heroism in American history, using such individuals as George Washington, Jesse James, Amelia Earhart, Martin Luther King, and Bruce Springsteen as specific case studies. (Thematic Group B, C, or H)

HST 4550 Boston to 1822 (3 q.h.)

Study of the Town of Boston from its establishment in 1630 to 1822 and the development of political, economic, and social institutions. (Thematic Group H)

HST 4551 Boston Since 1822 (3 q.h.)

Study of the City of Boston, its annexations, and the changes in the ethnic nature of the population. (Thematic Group C)

HST 4559 Coming to America: The American Immigrant Experience (3 q.h.)

The peopling of the United States from the migration of Native Americans through the current period emphasizing the diverse cultures that came, their reasons for coming, their reasons for settling in particular places, and the processes by which they resolved issues relating to "Americanization." (Thematic Groups A, C, or E)

HST 4563 History of Criminal Justice in America (3 q.h.)

The history of crime and punishment in America from colonial times to the present. (Thematic Group B, C, or H)

HST 4602 Contemporary Latin America (3 q.h.)

Social, economic, and political development of the Latin American republics in the twentieth century. (Thematic Group A or C)

HST 4603 The United States, Central America, and the Caribbean (3 q.h.)

Latin American countries nearest the United States and most affected by U.S. policies, particularly Cuba, Mexico, Nicaragua, El Salvador, and Guatemala. Emphasizes the historical background of current issues. (Thematic Group C)

HST 4604 Mexico Since 1848 (3 q.h.)

Political, economic, social, and cultural evolution of Mexico since the Mexican-American War. Other topics and issues include the Juarez *Reforma*, Diaz's dictatorship, the Revolution of 1910, and the on-going Institutional Revolution. (Thematic Group A or C)

HST 4611 Africa Since 1885 (3 q.h.)

The European impact on Africa, the rise of African nationalism, and the emergence of independent African states and their relations with other nations. (Thematic Group A or C)

HST 4622 Modern Middle East (3 q.h.)

The Middle East since 1914, with attention to Zionism, Pan-Arabism, the effects of two world wars, and the postwar settlements. (Thematic Group A or C)

HST 4632 China Since 1850 (3 q.h.)

A century of China's history, emphasizing the Western impact on Chinese civilization, China's struggle to maintain independence, and the victory of communism in the mid-twentieth century. (Thematic Group A or C)

HST 4636 Japan Since 1850 (3 q.h.)

Analysis of Japanese domestic developments and foreign relations since the mid-nineteenth century. (Thematic Group A or C)

HST 4640 Third World Women (3 q.h.)

Role of women in the less developed, Third World areas, with special emphasis on aspects of change, development, and continuity. (Thematic Group C or E)

HST 4644 War and Peace in the Nuclear Age (3 q.h.)

The history of the nuclear age based on a Corporation for Public Broadcasting/Annenberg telecourse. By incorporating a variety of perspectives on the nuclear past—political, historical, philosophical, and scientific—the programs, lectures, and accompanying print materials provide students with a solid foundation of knowledge upon which they can base their views of the nuclear future. (Thematic Group C or D)

HST 4645 History of the Vietnam Wars (3 q.h.)

History of military conflict in Vietnam, with attention to the rise of the Viet Minh during World War II, the struggle against the French in the first Indochina War, the impact of the Cold War, and the involvement of the United States after 1950 in Laos and Cambodia (now Kampuchea) as well as in Vietnam. Emphasizes the role of communism and nationalism in Indochina and the motives for American intervention. Includes films revealing American reaction to the escalating conflict. (Thematic Group C)

HST 4646 The Legacy of the Vietnam Wars (3 q.h.)

Examines the impact of the American involvement in Vietnam on American foreign and domestic policy as well as on American attitudes toward themselves and toward the world in the period since 1975. Emphasis will be placed on post-war interpretations of that conflict, on its effects on American ideals, on ideas of military preparedness, on the economy, on popular culture, and on the "healing processes" that have marked the last decade. An assessment of the extent to which Vietnam continues to haunt the American people and the extent to which the country has put the experience behind it will be made and an agenda for future action set forth by the class. (Thematic Group C)

HST 4650 Topics in European History (3 q.h.)

Topics may vary from year to year. Thematic Group designations will also vary.

HST 4651 Topics in American History (3 q.h.)

Topics may vary from year to year. Thematic Group designations will also vary.

HST 4653 Topics in Local History (4 q.h.)

Topics may vary from year to year. Thematic Group designations will also vary.

HST 4811 Honors Program 1 (4 q.h.)

Opportunity to undertake an in-depth research study project. See page 29 for details. *Prereq.* 96 q.h., 3.5 q.p.a.

HST 4812 Honors Program 2 (4 q.h.)

See HST 4811.

HST 4813 Honors Program 3 (4 q.h.)

See HST 4811.

HST 4815 Advanced Tutorial 1 (3 q.h.)

Opportunity to take an upper-level course independently. See page 29 for details. *Prereq.* 87 q.h.

HST 4816 Advanced Tutorial 2 (3 q.h.)

See HST 4815.

HST 4821 Field Work in History (6 q.h.)

Designed to enhance career development by allowing students to earn credit for the application of their academic backgrounds to practical problems in the workplace. See page 29 for details. *Prereq.* HST 4101, 4102, 4103, 4202, 4203, 4241, and Program Director's approval.

HST 4822 Independent Study 1 (3 q.h.)

Opportunity to undertake special research. See page 29 for details. *Prereq.* 96 q.h., 3.0 q.p.a.

HST 4823 Independent Study 2 (3 q.h.)

See HST 4822.

HST 4824 Independent Study 3 (3 q.h.)

See HST 4822.

INTERDISCIPLINARY

INT 4200 Workshop in Creativity (formerly The Creative Process) (3 q.h.)

Thought processes that allow individuals to be creative or original in all areas of life. Through interactive exercises and special projects in composition and problem-solv-

ing, students can learn how to tap their own creativity. Students are asked to create an original piece of art, music, literature, or research.

INT 4203 Independent Study in Cultural Heritage (3 q.h.)

Student will work one-on-one with a faculty member to complete a project he/she designs to study the interconnected ways in which art, music, literature, religion, and specific historical events have shaped our culture, values, and self-perceptions. Projects should deal with one or more themes included in Cultural Heritage studies for Liberal Studies B.A. degree (see page 126). *Prereq.* 27 q.h. in Cultural Heritage Studies or instructor's permission. Open only to Liberal Studies degree candidates.

INT 4400 Paralegal Studies (12 q.h.)*

This comprehensive certificate course, completed in one academic quarter, teaches a basic understanding of the law and responsibilities and duties of paralegal work. Practical workshop sessions and case study methods are used to teach the basics of probate, real estate, corporations, litigation, legal research, and legal ethics. Each subject area is taught by an attorney/paralegal team who are practicing professionals in that area of law. Attorneys teach the legal system and legal theory while paralegals focus on building skills that are applicable and relevant to paralegal work. The curriculum reflects the demands of a busy general law practice, and students who are considering law and paralegal work will receive instruction that will present the pace and atmosphere of a law office. The instructors are working professionals in their legal specialties. Students who complete all of the content areas of the program with at least a grade of B- will earn a certificate of successful completion. *Prereq.* 140 q.h., 3.0 q.p.a., and formal admission.

JOURNALISM

JRN 4112 Writing for Media 1 (formerly Fundamentals of Newswriting) (3 q.h.)

Introduction to how to write leads, organize basic news stories, gather facts, and interview. Analyzes news values and the structure of news organizations.

*This program is offered at a tuition rate different from University College's. Please call 617-320-8024 for more information.

JRN 4113 Writing for Media 2 (formerly Newsgathering and Reporting) (3 q.h.) Writing of multisource stories, both news and feature; public affairs reporting; advanced interviewing techniques; and legal issues. *Prereq.* JRN 4112 or instructor's permission.

JRN 4114 News Reporting Techniques (3 q.h.)

Introduction to writing in-depth stories requiring significant research and introduction to investigative reporting. Includes libel, privacy invasion, and other legal matters affecting news media. *Prereq.* JRN 4113 or instructor's permission.

JRN 4300 Photojournalism (3 q.h.)

Introduction to how to use the camera, the negative, and the print in news or feature stories. Includes weekly photo shooting assignments.

JRN 4330 The Newspaper Cartoon: Its Techniques and History (3 q.h.)

How the political cartoon and comic strip have influenced American culture from the late 1800s through the 20th century. This course is for those interested in the political scene as well as those interested in careers in cartooning. Being an artist is not a prerequisite.

JRN 4335 Public Relations Basics (3 q.h.)

Concepts, components, and methods of public relations, including planning and research, processes of influencing public opinion, and policies concerning corporate and institutional relations with the media and various publics.

JRN 4336 Public Relations Practice (3 q.h.)

Study of specific practices and techniques employed in public relations, especially in relation to the handling of information and organization of activities and events. Also discusses how to define PR "targets" and how to deal with such publics as employees, stockholders, and consumers.

JRN 4337 Public Relations Problems (3 q.h.)

Research and communication techniques used to solve public relations problems and practical experience with individual PR projects, programs, and campaigns.

JRN 4341 Mass Media and the Law (3 q.h.) Examination of libel, privacy, protection of sources and broadcast regulation. Conflicts between journalists and jurists over prior restraint, access to government information, and fundamental First Amendment issues also are discussed. Students will be expected to complete a research assignment in a law library.

JRN 4349 Advertising Basics (3 q.h.)

Study of the evolution of advertising, including social, economic, and legal aspects; how advertising agencies and departments function; how advertising fits into the marketing mix; and the basic steps of research.

JRN 4350 Advertising Copywriting (3 q.h.)

Writing effective advertising copy for both print and electronic media; coordinating copy with other creative functions. Elements of good ad copy are analyzed and common pitfalls are reviewed.

JRN 4351 Advertising Practice (3 q.h.)

Study of media planning and selection. Includes defining objectives and determining target audiences; establishing the advertising budget; analyzing the market and the competition. *Prereq.* JRN 4349 or instructor's permission.

JRN 4480 Copyediting (3 q.h.)

Practice in the many facets of the editorial process, including editing copy, writing heads, and laying out pages. The course also includes photo selection, cropping, and outline writing. *Prereq.* JRN 4112.

JRN 4522 Magazine Writing (3 q.h.)

Practice in writing and freelancing magazine articles. Analysis of magazine markets, preparation of query letters, techniques of research, and submission of manuscript. Travel, how-to, profile, personal experience, and other popular and salable formats.

JRN 4815 Advanced Tutorial 1 (3 q.h.)

Opportunity to take an upper-level course independently. See page 29 for details.

JRN 4816 Advanced Tutorial 2 (3 q.h.)

See JRN 4815.

LANGUAGE — FRENCH

LNF4101 Conversational French 1 (formerly Elementary French 1) (4 q.h.)

Essentials of grammar, practice in pronunciation, and progressive acquisition of a basic vocabulary and idiomatic expressions.

LNF4102 Conversational French 2 (formerly Elementary French 2) (4 q.h.)

Continuation of grammar study, with oral and written exercises. *Prereq.* LNF 4101 or *equiv.*

LNF4103 Conversational French 3 (formerly Elementary French 3) (4 q.h.)

Reading of French prose of increasing difficulty, with written and oral exercises based on the materials read and practice in conversation. *Prereq.* LNF 4102 or *equiv.*

LNF 4104 Intermediate French 1 (4 q.h.)

Review of grammar, with practice in composition and conversation. *Prereq.* LNF 4103 or *equiv.*

LNF 4105 Intermediate French 2 (4 q.h.)

History of French civilization, with discussions and conversation. *Prereq.* LNF 4104 or *equiv.*

LNF 4106 Intermediate French 3 (4 q.h.)

Intensive reading of modern French prose, with practice in conversation. *Prereq.* LNF 4105 or *equiv.*

LNF 4225 Culture of the European Economic Community (3 q.h.)

By studying the cultural differences among members of the EEC such as cultural history, education, work ethic, male-female relations, and other areas, students will learn how to do business in this new market.

LNF 4815 French Advanced Tutorial 1 (4 q.h.)

Advanced Tutorial Option: When a student is unable to continue study of an upper-level language, or when a language course needed for a degree is not scheduled at appropriate intervals, arrangements can be made for the student to take three advanced tutorials for a total of twelve quarter hours. See page 29 for details. *Prereq.* 87 q.h.

LNF 4816 French Advanced Tutorial 2 (4 q.h.)

See LNF 4815.

LNF 4817 French Advanced Tutorial 3 (4 q.h.)

See LNF 4815.

LANGUAGE — GERMAN

LNG 4101 Conversational German 1

(formerly Elementary German 1) (4 q.h.)

Essentials of grammar, practice in pronunciation, and progressive acquisition of a basic vocabulary and idiomatic expressions.

LNG 4102 Conversational German 2

(formerly Elementary German 2) (4 q.h.)

The more difficult points of grammar, particularly the uses of the subjunctive mood. *Prereq.* LNG 4101 or *equiv.*

LNG 4103 Conversational German 3

(formerly Elementary German 3) (4 q.h.)

Reading of simple German prose, with oral and written exercises based on material read. Conversation in German is encouraged. *Prereq.* LNG 4102 or *equiv.*

LNG 4104 Intermediate German 1 (4 q.h.)

Review of grammar, with practice in composition and conversation. *Prereq.* LNG 4103 or *equiv.*

LNG 4105 Intermediate German 2 (4 q.h.)

History of German civilization, with discussions and conversation. *Prereq.* LNG 4104 or *equiv.*

LNG 4106 Intermediate German 3 (4 q.h.)

Intensive reading of modern German prose, with practice in conversation. *Prereq.* LNG 4105 or *equiv.*

LNG 4815 German Advanced Tutorial 1 (4 q.h.)

Advanced Tutorial Option: When a student is unable to continue study of an upper-level language, or when a language course needed for a degree is not scheduled at appropriate intervals, arrangements can be made for the student to take three advanced tutorials for a total of twelve quarter hours. See page 29 for details. *Prereq.* 87 q.h.

LNG 4816 German Advanced Tutorial 2 (4 q.h.)

See LNG 4815.

LNG 4817 German Advanced Tutorial 3 (4 q.h.)

See LNG 4815.

LANGUAGE — ITALIAN

LNI 4101 Conversational Italian 1 (formerly Elementary Italian 1) (4 q.h.)

Essentials of grammar, practice in pronunciation, and progressive acquisition of a basic vocabulary and idiomatic expressions.

LNI 4102 Conversational Italian 2 (formerly Elementary Italian 2) (4 q.h.)

Continuation of grammar study, with oral and written exercises. *Prereq.* LNI 4101 or *equiv.*

LNI 4103 Conversational Italian 3 (formerly Elementary Italian 3) (4 q.h.)

Reading of Italian prose of increasing difficulty, with written and oral exercises based on the material read. Practice in conversation. *Prereq.* LNI 4102 or *equiv.*

LNI 4104 Intermediate Italian 1 (4 q.h.)

Review of grammar, with practice in composition and conversation. *Prereq.* LNI 4103 or *equiv.*

LNI 4105 Intermediate Italian 2 (4 q.h.)

History of Italian civilization, with discussions and conversation. *Prereq.* LNI 4104 or *equiv.*

LNI 4106 Intermediate Italian 3 (4 q.h.)

Intensive reading of modern Italian prose, with practice in conversation. *Prereq.* LNI 4105 or *equiv.*

LNI 4815 Italian Advanced Tutorial 1 (4 q.h.)

Advanced Tutorial Option: When a student is unable to continue study of an upper-level language, or when a language course needed for a degree is not scheduled at appropriate intervals, arrangements can be made for the student to take three advanced tutorials for a total of twelve quarter hours. See page 29 for details. *Prereq.* 87 q.h.

LNI 4816 Italian Advanced Tutorial 2 (4 q.h.)

See LNI 4815.

LNI 4817 Italian Advanced Tutorial 3 (4 q.h.)

See LNI 4815.

LANGUAGE — JAPANESE

LNJ 4101 Conversational Japanese 1

(formerly Elementary Japanese 1) (4 q.h.)

Basic, practical Japanese, emphasizing the essentials of grammar, pronunciation, progressive acquisition of a core vocabulary, and the use of current, idiomatic expressions.

LNJ 4102 Conversational Japanese 2

(formerly Elementary Japanese 2) (4 q.h.)

Continuation of LNJ 4101. Progressive acquisition of practical skills. *Prereq.* LNJ 4101 or *equiv.*

LNJ 4103 Conversational Japanese 3

(formerly Elementary Japanese 3) (4 q.h.)

Continuation of LNJ 4102. *Prereq.* LNJ 4102.

LNJ 4104 Intermediate Japanese 1 (4 q.h.)

Review of grammar, with practice in composition and conversation. *Prereq.* LNJ 4103 or *equiv.*

LNJ 4105 Intermediate Japanese 2 (4 q.h.)

History of Japanese civilization, with discussions and conversation. *Prereq.* LNJ 4104 or *equiv.*

LNJ 4106 Intermediate Japanese 3 (4 q.h.)

Intensive reading of Japanese prose, with practice in conversation. *Prereq.* LNJ 4105 or *equiv.*

LNJ 4225 Japanese Culture (3 q.h.)

By studying various aspects of Japanese cultural history, education, work ethics, male-female relations, and other areas, students gain insight into the Japanese mentality and how this homogeneous race is surviving in a heterogeneous world.

LNJ 4815 Japanese Advanced Tutorial 1 (4 q.h.)

Advanced Tutorial Option: When a student is unable to continue study of an upper-level language, or when a language course needed for a degree is not scheduled at appropriate intervals, arrangements can be made for the student to take three advanced tutorials for a total of twelve quarter hours. See page 29 for details. *Prereq.* 87 q.h.

LNJ 4816 Japanese Advanced Tutorial 2 (4 q.h.)

See LNJ 4815.

LNJ 4817 Japanese Advanced Tutorial 3 (4 q.h.)

See LNJ 4815.

LANGUAGE — RUSSIAN

LNR 4101 Conversational Russian 1 (formerly Elementary Russian 1) (4 q.h.)

Essentials of grammar, practice in pronunciation, and progressive acquisition of a basic vocabulary and idiomatic expressions.

LNR 4102 Conversational Russian 2 (formerly Elementary Russian 2) (4 q.h.)

Continuation of grammar study, with oral and written exercises. *Prereq.* LNR 4101 or *equiv.*

LNR 4103 Conversational Russian 3 (formerly Elementary Russian 3) (4 q.h.)

Reading of Russian prose of increasing difficulty, with written and oral exercises based on the material read and practice in conversation. *Prereq.* LNR 4102 or *equiv.*

LNR 4225 Russian Culture and Society (3 q.h.)

Study of various aspects of Russian cultural history, education, work ethics, male-female relations, and other areas, for insight into the Russian mentality.

LNR 4815 Russian Advanced Tutorial 1 (4 q.h.)

Advanced Tutorial Option: When a student is unable to continue study of an upper-level language, or when a language course needed for a degree is not scheduled at appropriate intervals, arrangements can be made for the student to take three advanced tutorials for a total of twelve quarter hours. See page 29 for details. *Prereq.* 87 q.h.

LNR 4816 Russian Advanced Tutorial 2 (4 q.h.)

See LNR 4815.

LNR 4817 Russian Advanced Tutorial 3 (4 q.h.)

See LNR 4815.

LANGUAGE — SPANISH

LNS 4101 Conversational Spanish 1 (4 q.h.)

Acquisition of basic oral skills by introduction of the essentials of Spanish grammar. Extensive practice in pronunciation and acquisition of an idiomatic core vocabulary.

LNS 4102 Conversational Spanish 2 (4 q.h.)
Continuation of LNS 4101. Introduces Spanish prose of moderate difficulty. *Prereq.* LNS 4101 or *equiv.*

LNS 4103 Conversational Spanish 3 (4 q.h.)
Continuation of LNS 4102. Continued stress on conversation, while building a solid vocabulary. *Prereq.* LNS 4102 or *equiv.*

LNS 4104 Intermediate Spanish 1 (4 q.h.)
Review of grammar, with practice in composition and conversation. *Prereq.* LNS 4103 or *equiv.*

LNS 4105 Intermediate Spanish 2 (4 q.h.)
Examination of Spanish civilization through texts of average difficulty. Intensive reading of modern prose, with occasional oral or written translation and conversation practice based on assigned readings. *Prereq.* LNS 4104 or *equiv.*

LNS 4106 Intermediate Spanish 3 (4 q.h.)
Examination of Spanish-American civilization through texts of average difficulty. Intensive readings of modern prose, with occasional oral or written translations and conversation practice based on assigned readings. *Prereq.* LNS 4105 or *equiv.*

LNS 4200 Spanish for the Medical Professions (4 q.h.)

Students are introduced to the specialized discourse of the medical professions. The differences between oral and written language styles will be addressed, as well as the differing requirements for levels of style, ranging from informal to formal.

LNS 4815 Spanish Advanced Tutorial 1 (4 q.h.)

Advanced Tutorial Option: When a student is unable to continue study of an upper-level language, or when a language course needed for a degree is not scheduled at appropriate intervals, arrangements can be made for the student to take three advanced tutorials for a total of twelve quarter hours. See page 29 for details. *Prereq.* 87 q.h.

LNS 4816 Spanish Advanced Tutorial 2 (4 q.h.)

See LNS 4815.

LNS 4817 Spanish Advanced Tutorial 3 (4 q.h.)

See LNS 4815.

MANAGEMENT

MGT 4101 Introduction to Business and Management 1 (3 q.h.)

Study of the setting and general structure of American business, including objectives and practices affecting the American standard of living. Examines the characteristics of private enterprise and the nature and challenge of capitalism and other forms of economic enterprise. Introduces types of businesses, the structures of organizations, and the functions of management as well as what a managerial career involves, what problems must be faced, and what decisions must be reached.

MGT 4102 Introduction to Business and Management 2 (3 q.h.)

Methodologies in planning, organizing, direction, and controlling production, marketing, sales, and pricing within the American free enterprise system and in contrast to other business systems. Examines techniques for coping with the intricacies of systems management. *Prereq.* MGT 4101.

MGT 4103 Introduction to Business and Management 3 (3 q.h.)

Basic management concepts and techniques necessary to successful decision-making. Emphasizes management as a continuous, active process by introducing methods of designing an organization; understanding and dealing with people; evaluating the political, social, and economic environment; and effectively planning, directing, and controlling an organization. *Prereq.* MGT 4102.

MGT 4105 Introduction to Business and Management (Intensive) (6 q.h.)

Same as MGT 4101 and MGT 4102.

MGT 4110 Survey of Business and Management (4 q.h.)

Introduction to the setting and general structure of American business, the characteristics of private enterprise, and the nature and challenge of capitalism and other forms of economic enterprise. Covers the forms of business, organizational structure, and functions of management. Through lectures and class discussion, students are given an overview of the methodologies used in planning, organizing, directing, and controlling the functions of production marketing, sales, pricing, and finance. *For School of General Studies students only.*

MGT 4317 The Business of Consulting (3 q.h.)

Covers the essential elements needed to establish a successful consultant enterprise. Examines the skills, aptitudes and experience required by the prospective consultant. Expands the strategies and methodologies used by consultants in conducting client assignments. Explores the differences in conducting client assignments in the public, private, industrial, service, and nonprofit sectors. *Not open to students who have completed CD 4117 and CD 4118 or CD 4119.*

MGT 4320 Managing Change (3 q.h.)

Application of managerial concepts and practices to real-world situations with policy or resource constraints. Explores decision making related to the impact of change on the organization and its personnel: develops a conceptual framework for handling change in one's own business career. *Prereq.* MGT 4102.

MGT 4323 Management and Leadership

(formerly Motivation Management) (3 q.h.) Designed to help students differentiate between the managerial position as such and a leadership role, evaluating the impact of leadership and management styles on human behavior. Introduces and analyzes important motivation concepts through study of the working environment and the processes that influence both performance and outcome. *Prereq.* MGT 4102.

MGT 4348 Introduction to the Global Marketplace (3 q.h.)

This course explores the characteristics of international trade and business, industrial/economic/political realities, organizational ownership and structure, and cultural dimensions. Students gain important perspectives on handling international personnel, operations, and marketing functions. Classes use real-world examples of management success and failure in international areas.

MGT 4354 The Manager's Role in Environment Issues (formerly Management and the Environment) (3 q.h.)

This course examines and discusses current rules and regulations addressing important and critical issues facing society as a whole—the environment in which we work and live. It considers the effect on managerial decision-making imposed by environmental issues facing organizations; considers how rules and regulations apply to different industries; discusses role(s) played by governmental agencies in implementing regulations; and, how these agencies and our legal system are used in enforcement. Prospective organizational accountability, responsibilities and possible managerial actions/activity which may be required for dealing with both present and future environmental issues will also be discussed.

MGT 4357 Cultural Issues in International Business (3 q.h.)

When a U.S. company opens an office in a foreign land, cultural clashes may occur. How does management cope and help its employees to cope with these differences? This course examines the problems of doing business in another country, including developing nations.

MGT 4358 Today's Management Issues (3 q.h.)

Study business and management issues affecting today's management decisions. Includes changes in our economic system and the economy; corporate culture; social responsibility; ethics; worker's needs, motivation, and satisfaction; demographics; and management-labor interactions. *Prereq.* MGT 4102.

MGT 4370 Entrepreneurship/Intrapreneurship (3 q.h.)

This course provides students with an in-depth look into this increasingly popular career path. Participants will explore the characteristics and skills that lead to successful entrepreneurial endeavors. Participants will also learn how to critically evaluate ideas in terms of their potential business merit. In addition, the role of entrepreneurship/intrapreneurship within the corporate umbrella will also be examined as will the benefits and limitations of franchising. This course will also identify the dilemmas of a family business and the opportunities for women and minorities.

MGT 4371 Building a Profit Stream (3 q.h.)

In today's free enterprise and entrepreneurial environment, the building of a profit stream is critical to the survival of the small business. A key facet of achieving this status is an objective assessment of revenue potential. Understanding the customer's needs, reaching prospective customers, and creating an environment that encourages buying will be primary topics of this course. Understanding the cost structure and variables that affect the small business are essential to making appropriate marketing decisions. Finally, this course will examine key control areas of a small business. Participants will be required to develop a marketing plan for an existing or prospective small business.

MGT 4372 Using Technology in a Small Business (3 q.h.)

Most of today's small businesses rely on modern technology to maintain their success. This course will teach participants how to utilize computers as a business tool. Participants will learn how to use computers for make or buy decisions, pricing strategies, financial performance evaluation, control, performance tracking, economic order quantities, and budgets. In addition, the use of E-mail, video conferencing, pagers, and the Internet, will be discussed in terms of their use as business tools. Participants will be required to develop a technology plan for a present or prospective small business. Only a very basic level of computer knowledge is required for this course.

MGT 4373 Planning for New Ventures (3 q.h.)

Research indicates that there is a strong correlation between good planning and a successful small business. Unfortunately, too few small businesses are making use of good planning techniques. This course gets participants involved in all levels of the planning process including; marketing and production plans, financial plans, and strategic plans. In addition, the steps involved in implementation will also be explored. Participants will also learn to conduct a competitive analysis and will be required to develop and present an actual business plan.

MGT 4374 Growing the Ongoing Venture (3 q.h.)

All too often, too much emphasis is on starting a new venture and too little emphasis is placed on the growth aspects of a small busi-

ness. Maintaining and growing a business requires a different set of skills than starting a new venture. Topics will include expanding markets, raising additional funds, and delegating management responsibilities. An assessment of the role of mergers, acquisitions, and alliances will be discussed. Participants will be required to develop a growth strategy for an existing business.

MGT 4410 Project Management Process: Planning and Implementation (Reserved) (formerly Project Planning and Control) (3 q.h.)

The entire process of implementing a project, from project definition to the evaluation of feasibility, scheduling, and financial and budgetary factors. Management techniques and requirements are used in case analyses, along with the concept of using computer software to help oversee projects. *Prereq.* OM 4404 or OM 4301 and 80 q.h.

MGT 4446 International Business Management and Operations (Reserved) (formerly MGT 4456) (3 q.h.)

Principles and practices of international business, comparing domestic and international business activities, responsibilities, and influences. Explores the economic, social, political, and legal contexts of conducting business in a multinational environment and examines how the "foreign" factor in the business equation influences behavior. *Prereq.* MGT 4102.

MGT 4450 Business Policy 1 (Reserved) (3 q.h.)

For advanced students building on all previous management courses and on numerous functional and procedural courses. Examines the total management process for formulating business strategy. Covers the development of corporate objectives, plans, and policies, emphasizing the interaction between the enterprise and its environment, both national and international. The economic and social responsibilities of business and managers are also considered. *Prereq.* 130 q.h. and completion of all core business courses in your major or minor.

MGT 4451 Business Policy 2 (Reserved) (3 q.h.)

Study of organizational and administrative methods for converting plans into achievements. Explores concepts of strategic planning and implementation from the perspec-

tive of the general manager, with attention to top management functions, responsibilities, styles, values, and organizational relationships. Includes cases from profit and non-profit enterprises of various types. *Prereq.* MGT 4450.

MGT 4452 Business Policy Intensive (Reserved) (6 q.h.)

Same as MGT 4450 and MGT 4451. *Prereq.* 130 q.h. and completion of all core business courses in your major or minor.

MGT 4455 Manager and Society (Reserved) (3 q.h.)

For managers, potential managers, and others interested in the national and international issues confronting business and industry in their relationships with governments, societies, and individuals. Includes issues of changing work environments and the variety of influences and pressures that need to be taken into account when making socially responsible business decisions. *Prereq.* MGT 4102.

MGT 4600 Honors Program 1 (4 q.h.)

Opportunity to undertake an in-depth research study project. See page 29 for details. *Prereq.* 96 q.h., 3.5 q.p.a.

MGT 4601 Honors Program 2 (4 q.h.)

See MGT 4600.

MGT 4602 Honors Program 3 (4 q.h.)

See MGT 4600.

MGT 4701 Independent Study 1 (3 q.h.)

Opportunity to undertake special research. See page 29 for details. *Prereq.* 96 q.h., 3.0 q.p.a.

MGT 4702 Independent Study 2 (3 q.h.)

See MGT 4701.

MGT 4703 Independent Study 3 (3 q.h.)

See MGT 4701.

MGT 4800 Advanced Tutorial 1 (3 q.h.)

Opportunity to take upper-level course independently. See page 29 for details. *Prereq.* 87 q.h.

MGT 4801 Advanced Tutorial 2 (3 q.h.)

See MGT 4800.

MANAGEMENT INFORMATION SYSTEMS

Please note: Computer labs for students' completion of projects are available at Main Boston, Batterymarch, Burlington, and Dedham. Students may also complete projects on any IBM or IBM-compatible computer available to them.

MIS 4102 Introduction to Data Processing and Information Systems 2 (3 q.h.)

Continuation of MIS 4101. Concentrates on software and systems. Includes the systems-development life cycle, programming tools and program preparation, the use of computers for specific business applications, database management systems, and high-level programming and planning languages. Class consists of in-class demonstration by instructor on Windows database and spreadsheet software. *Prereq.* MIS 4101. *Open only to students who have taken MIS 4101 or equiv.*

MIS 4104 Learning the Internet (0 q.h.)

Covers several different ways to gain access to the Internet. Includes e-mail, Telnet, FTP, Mosaic, the exciting World Wide Web and others. Hands-on-training is perfect for beginners and those who want to improve skills in data communications technology.

MIS 4105 Word for Windows-Basic (0 q.h.)

Learn how to prepare quality, professional documents using special features like Drag and Drop, Clipboard, AutoCorrect, AutoFormat and Style Gallery. Presents techniques to help improve speed, accuracy and productivity in word processing. Includes commands to format and edit documents and tools to proof text.

MIS 4106 Word for Windows-Advanced (0 q.h.)

Topics include creating merge documents, inserting objects and graphics, creating tables and charts, formatting text in multiple columns, creating formulas and using formula commands. Uses hands-on approach to make it easier to understand and apply techniques. *Prereq.* MIS 4105 or experience using Word for Windows.

MIS 4107 Access for Windows-Basic (0 q.h.)

Covers database objects like tables, queries, forms and reports. Includes creating tables, planning fields, setting properties. Material is presented in logical sequence to make it easy to understand. Workshop conducted in

computer laboratory facility affording you the opportunity to practice as you learn.

MIS 4108 Access for Windows-Advanced (0 q.h.)

Presents tools for designing a relational database. Includes creating dynasets and subforms, using expressions, grouping data in a report, adding graphics to a report and customizing database objects. Workshop conducted in state-of-the-art computer laboratory. *Prereq.* MIS 4107 or experience using Access for Windows.

MIS 4109 Excel for Windows-Basic (0 q.h.)

Topics covered include creating worksheets, managing workbooks, using features like Autofill, Drag and Drop. Includes working in Dialog Boxes, entering labels and values, and entering formulas for calculations. Gives first-time users and those wanting to hone their skills a solid foundation on which to build as they develop the art of creating spreadsheets.

MIS 4110 Excel for Windows-Advanced (0 q.h.)

Covers techniques in creating and presenting charts. Includes topics like linking documents in workbooks, creating macros, and using pivot tables among others. Examines Goal Seek Command and What-if Scenarios, formatting templates and other key concepts and features. *Prereq.* MIS 4109 or experience using Excel for Windows.

MIS 4114 Introduction to PC Software (3 q.h.)

Introduction to PC based office automation and decision support software utilizing Microsoft Office. The focus of the class is on DOS, Microsoft Windows, Microsoft Word, and Microsoft Excel. Course consists of in class demonstration by instructor, and out of class hands-on assignments. *Not open to students who have taken MIS 4101, MIS 4102, or MIS 4103.*

MIS 4115 Introduction to Computers and Information Systems (3 q.h.)

Introduction to data processing concepts and computers, including an overview of data processing history, computer hardware, including configurations of personal computers, and larger computer systems, systems development life cycle, the use of computers for specific business applications, and data communications concepts. *Not open to students who have taken MIS 4101, MIS 4102, or MIS 4103.*

MIS 4116 Introduction to PC Software and Information Systems Intensive (6 q.h.)
Same as MIS 4114 and MIS 4115.

MIS 4210 Business Programming Logic (3 q.h.)

This course introduces the student to the discipline of creating logical solutions to business programming problems using flowcharts, hierarchy charts and pseudocode techniques. Emphasis is placed on the development of algorithms that could be coded into computer programs using a programming language such as COBOL, BASIC or "C". An overview of computer terminology is covered. *Prereq.* MIS 4102 or MIS 4114 and MIS 4115 or equiv.

MIS 4221 COBOL Programming 1 (3 q.h.)
Beginning computer problem-solving and programming using COBOL. Includes structured flow-charting and programming, basic concepts, COBOL divisions and verbs, multi-page reporting, report totals, and logical control breaks.

MIS 4222 COBOL Programming 2 (3 q.h.)
Continuation of MIS 4221. Includes table handling, (subscripting and indexing), internal sort concepts, (using, giving, input and output procedures), mass storage concepts (access methods, index file processing, random, and dynamic), and sequential and random file updating. *Prereq.* MIS 4221.

MIS 4231 COBOL Intensive A (6 q.h.)
Same as MIS 4221 and MIS 4222.

MIS 4235 Advanced COBOL Programming (3 q.h.)
Several advanced programming disciplines and techniques for the COBOL programmer. Includes string and unstring, cell subroutines, multi-dimension tables, advanced index file processing, debugging techniques, and communications. Students work on major business projects, prepare and test several programs. *Prereq.* MIS 4222.

MIS 4236 Advanced PC Software (3 q.h.)
Use of spreadsheets for charting, decision support and scenario planning. Development of database tables, table relationships, queries, reports and forms. Use of graphics for presentations. Class focus is on Microsoft Excel, Microsoft Access, and Microsoft Powerpoint. Includes lectures, in-class demonstrations, and extensive assignments that apply skills. *Not for the first-time personal computer user. Prereq.* MIS 4102 or MIS 4114 or equiv.

MIS 4238 Introduction to the Internet (3 q.h.)

Introduction to the tools and techniques necessary to effectively utilize the Internet. Topics covered include: electronic mail (EMAIL); remote site connection via Telnet; NEWSGROUPS and LISTSERVERS; location and retrieval of data with Gopher, Veronica, file transfer protocol (FTP), and Archie; and the World Wide Web (WWW) and its two most important browsers, MOSAIC and NETSCAPE. *Prereq.* Ability to use a MAC or a WINDOWS based personal computer.

MIS 4241 Programming in BASIC 1 (3 q.h.)
Introduction to computer programming using BASIC. Includes arithmetic operations, variables, expressions, arrays, functions, and formatted printing. Students write, debug and run a number of programs on the computer. *Prereq.* MIS 4102 or MIS 4114 and MIS 4115.

MIS 4242 Programming in BASIC 2 (3 q.h.)
Continuation of MIS 4241. Covers more sophisticated BASIC programming techniques. Includes subroutines, nested loops, sorting, and file handling. Students write, debug, and run a number of programs on the computer. *Prereq.* MIS 4241.

MIS 4243 Visual Basic Programming (3 q.h.)
An introduction to developing Windows applications using the Visual Basic programming environment. The course covers the essentials of forms, objects and properties, controls and dialogs, and event-driven programming. Text and graphics processing, file-handling, and user interface design; the basics of object-based programming, and the use of the grid and data controls. *Prereq.* Prior programming experience.

MIS 4244 Advanced Visual Basic (3 q.h.)
Continuation of MIS 4243. Course covers advanced programming topics using the object oriented language, Visual Basic. Students learn how to create and run database, word processing and spreadsheet applications using Visual Basic. Students create graphics to interface with other software applications. *Prereq.* MIS 4243.

MIS 4245 Net Security and Legal Issues (3 q.h.)

The rapidly expanding role of the internet in conducting business activities has raised a number of legal and ethical concerns ranging from protection of intellectual property

to confidentiality. Students will learn various strategies for coping with these issues, as well as the tools available to safeguard the organization, such as passwords, firewalls, and other means of access limitation. *Prereq.* MIS 4236 and MIS 4238.

MIS 4246 Web Management (3 q.h.)

This course examines the complexities of managing a company's intranet and internet from initial needs assessment to maintenance of the network. Through a combination of classroom instruction and research, students will learn to evaluate hardware and software options, as well as how to determine appropriate training and outsourcing requirements. Additional topics include compatibility, documentation, and future trends. *Prereq.* MIS 4238.

MIS 4273 PC DOS (3 q.h.)

Introduction to the Disk Operating System (DOS), a collection of programs that manages the activities among personal computer components. Students have the opportunity to write one or more DOS batch routines. *Prereq.* MIS 4102 or MIS 4114 and MIS 4115.

MIS 4276 C Programming 1 (3 q.h.)

Fundamentals of the C programming language, I/O operations, arithmetic operations, loops, arrays, character strings, functions. Structures, file organization (textfiles, random access files). Pointers, queues, stacks, rings, binary trees. *Prereq.* Prior programming experience.

MIS 4277 C Programming 2 (3 q.h.)

Advanced programming techniques using C, recursion, address arithmetic, the preprocessor, pointers vs. multidimensional arrays, pointers to functions, macros, nested structures, unions, file merging and sorting techniques, linked lists, command line arguments, binary trees, operations on bits, enumerated data types. *Prereq.* MIS 4276.

MIS 4278 C++ for C Programmers (3 q.h.)

OOP, ADT, objects, encapsulation, polymorphism, inline functions, member and friend functions, private, protected and public members of classes, constructors, destructors, operator overloading, impure vs. pure virtual functions, base classes, virtual base classes, derived classes, C++ I/O Library, inheritance, multiple inheritance, manipulators, various data structures including multikey trees. *Prereq.* MIS 4277. A C Programming proficiency test is given at the first class meeting.

MIS 4279 C Programming 1 and 2 Intensive (6 q.h.)

Same as MIS 4276 and MIS 4277.

MIS 4282 Operating Systems Overview (3 q.h.)

Designed to introduce the student to the most frequently used operating systems—UNIX, PC-DOS, and MS WINDOWS. Through class lectures, reading assignments, and hands-on lab exercises, the student will examine the overall structure, genealogy, and basic commands of the three systems. *Prereq.* MIS 4102 or MIS 4114 and MIS 4115.

MIS 4283 Introduction to Windows Programming (3 q.h.)

Introduction to programming for the Microsoft Windows graphic environment using the C language. Covers Windows programming topics such as bitmaps, menus, icons, and dialog boxes, memory management, printing and Dynamic Link Libraries. Intended for those seeking a working knowledge of basic Windows programming techniques. *Prereq.* MIS 4276.

MIS 4285 Web Publishing (3 q.h.)

This course covers all the essential aspects of publishing on the Web, including the actual creation of pages using Java Script. Students will learn the use of design that is well-crafted and effective in using the power of the Web to convey the organization's message. Special emphasis will be placed on tasteful construction, coherence, and theme. *Prereq.* MIS 4236 and MIS 4238.

MIS 4286 JAVA Programming (3 q.h.)

Students will learn the fundamentals of the JAVA Programming Language, including how to write, debug, and execute JAVA programs. The course covers object-oriented programming techniques, as well as, creating JAVA applets and applications. Programming exercises make use of JAVA's Abstract Window Toolkit (AWT). Other topics covered include using threads, multimedia techniques, animation, audio, and exception handling. Students will also learn how to write and incorporate applets into web pages. *Prereq.* MIS 4285.

MIS 4290 Operating Systems Technology (3 q.h.)

Students will utilize customized code to manipulate, create, and organize files, regardless of the operating system platform.

Error level return codes will be captured and utilized to gain maximum use of existing commands. System defaults for buffers, files, and environment variables will be discussed and improved upon. Analysis of disk file structure, the File Allocation Table, and the dynamics of the Directory Structure with references to the Attribute Byte will be studied and coded. Modifications to *autoexecu.bat* and *config.sys* will be implemented.

MIS 4301 Structured Systems Analysis and Design 1 (3 q.h.)

Systems analysis and design cycle, with emphasis on the analysis phase. Includes the history and life-cycle of business information systems, the role of the systems analyst, analytical tools useful to the systems study process, development of feasibility studies, and presentation of study phase findings. *Prereq.* MIS 4102 or MIS 4114 and MIS 4115 and prior programming experience.

MIS 4302 Structured Systems Analysis and Design 2 (3 q.h.)

Continuation of MIS 4301. Emphasizes the design phase and systems implementation. Includes detailed systems design procedures and techniques, system testing, specification and procedure writing, documentation, design of auditing and control procedures, performance measurement techniques, hardware and software selection and planning, and project management. *Prereq.* MIS 4301 or MIS 4401.

MIS 4305 Structured Systems Analysis and Design (Intensive) (6 q.h.)

Same as MIS 4301 and MIS 4302. *Prereq.* prior programming experience.

MIS 4307 Communications and Networking (3 q.h.)

Communications, networking, and distributed processing from the user's rather than the designer's point of view. Includes the economics of distributed processing, communications concepts, local-area networks, and vendor selection. *Prereq.* MIS 4302 or MIS 4402.

MIS 4321 UNIX I (formerly UNIX for C Programmers) (3 q.h.)

Designed to provide an understanding of the Unix Operating System. Through reading assignments, lectures and lab exercises, the students will focus on the following topics: Files, text manipulation, editors, program-

ming tools, comprehensive coverage of Unix utilities, e-mail and intermediate level shell programming. *Prereq.* MIS 4282 and MIS 4276.

MIS 4322 UNIX II (formerly UNIX Shell Programming) (3 q.h.)

Designed to provide a comprehensive study of shell programming, including C shell programming, a knowledge of the more advanced Unix utilities like *sed* and *awk*, and a survey of the Internet tools, like *finger*, *rlogin/telnet*, *ftp*, *whois*, *netfind*, *gopher*, *archie*, *world wide web*, *WAIS*, *USENET* news, online communications and anonymous e-mail. *Prereq.* MIS 4321.

MIS 4323 UNIX Intensive (6 q.h.)

Same as MIS 4321 and MIS 4322.

MIS 4342 Advanced Database (3 q.h.)

Focuses on designing a database for use in a relational database management system. Includes creating queries, linking files, cross indexing, designing forms and reports, and other advanced database techniques. Introduces the entity-relationship model. Requires implementing an application program. *Prereq.* MIS 4236.

MIS 4346 SQL: Introduction to Structured Query Language (3 q.h.)

Introduction to SQL, an application language for relational databases, such as Foxpro, dBase, and Access, is the natural follow-on to the database techniques learned in MIS 4236. SQL is the language that runs behind the windows the user typically sees when using a database package. SQL programs give the user an opportunity to create applications that provide greater flexibility and control over data manipulation requirements. The course will cover data table creation/access, indexing, arithmetic operations, loops, arrays, multiple table processing, I/P operations, data type conversions, printer control, and report generation. Includes lectures, in-class exercises, and extensive assignments. *Prereq.* MIS 4236. MIS 4342 is recommended but not required.

MIS 4347 Desktop Publishing for the PC (3 q.h.)

Covers text and graphics for brochures and business packages. Includes desktop terminology, software and document creation. Also covers graphs and charts (bar, line, area, pie) and explores the draw/annotate feature. *Not open to students who have completed MIS 4344.*

MIS 4360 Computer Privacy and Security (3 q.h.)

Covers threats to companies and individuals when information technology is incorrectly protected or intentionally compromised. Includes actual case studies of computer information abuse, preventive controls, and ongoing information protection techniques. Data encryption, password controls, and information security awareness issues are discussed. *MIS 4102 or MIS 4114 and MIS 4115.*

MIS 4445 Database Management Systems (Reserved) (3 q.h.)

Introduction to the database approach to design of integrated information applications. Covers the three methods of database design; data structures; diagramming; data definition languages; data manipulation languages; database implementation and evaluation; and the role of the database administrator. *Prereq. MIS 4222, MIS 4236, MIS 4302 or MIS 4402 or the equivalent and 80 q.h. or MIS 4402.*

MIS 4446 Information Systems for Management (Reserved) (3 q.h.)

Students learn how information technology (IT) supports corporate goals. Emphasis is on the management of IT rather than on computer technology or programming. Readings and case studies will illustrate how IT may be employed to support general management functions. Issues such as the types of information systems, the impact of information systems on individuals and organizations, outsourcing, and the use of IT as a weapon of competitive strategy will be discussed along with technological issues such as database management systems, electronic data interchange, decision support systems, and expert systems. *Prereq. MIS 4102 or MIS 4116. (Not open to students who have taken MIS 4448.)*

MIS 4485 Applied MIS Development Project (Reserved) (3 q.h.)

Capstone systems course integrates knowledge and abilities gained through other computer-related courses in the curriculum, within a comprehensive systems development project. The student has a choice of two options. Option I is a systems analysis and system design of a small system which is usually personal computer-based. This includes the topics covered in MIS 4305 or MIS 4405 and requires the programming of two or three programs from the system designed.

The final product is a complete system with operational programs. Option II is a detailed research project. The topic is selected by the student, approved and the scope defined by the instructor. The final product is a paper which covers the selected topic from various viewpoints. *Prereq. MIS 4446.*

MIS 4600 Honors Program 1 (4 q.h.)

Opportunity to undertake an in-depth research study project. See page 29 for details. *Prereq. 96 q.h., 3.5 q.p.a.*

MIS 4601 Honors Program 2 (4 q.h.)

See MIS 4600.

MIS 4602 Honors Program 3 (4 q.h.)

See MIS 4600.

MIS 4701 Independent Study 1 (3 q.h.)

Opportunity to undertake special research. See page 29 for details. *Prereq. 96 q.h., 3.0 q.p.a.*

MIS 4702 Independent Study 2 (3 q.h.)

See MIS 4701.

MIS 4703 Independent Study 3 (3 q.h.)

See MIS 4701.

MIS 4800 Advanced Tutorial 1 (3 q.h.)

Opportunity to take upper-level course independently. See page 29 for details. *Prereq. 87 q.h.*

MIS 4801 Advanced Tutorial 2 (3 q.h.)

See MIS 4800.

MARKETING

MKT 4301 Introduction to Marketing 1 (3 q.h.)

This course consists of lectures, readings and small group discussions on the role of marketing in contemporary society, in the business enterprise, and in the nonprofit organization. Consideration is given to the planning, operation, and evaluation of marketing and promotional efforts necessary to the effective marketing of consumer and industrial products and services in both profit and nonprofit organizations.

MKT 4302 Introduction to Marketing 2 (3 q.h.)

Continuation of MKT 4301. Develops the link between marketing theory and practice. Covers specific marketing issues and problems. Includes current marketing issues. *Prereq. MKT 4301.*

MKT 4304 Introduction to Marketing (Intensive) (6 q.h.)

Same as MKT 4301 and MKT 4302.

MKT 4305 Internet Marketing (3 q.h.)

Course focuses on how to integrate Internet tools into a strategic marketing plan. Covers the differences between Internet marketing and other approaches. Includes topics on Internet demographics, email and discussion groups as information gathering and publicity tools, creating an electronic storefront, and designing a web page. Students are required to write a marketing plan that utilizes appropriate Internet tools as a final project. *Prereq.* MIS 4238 and MKT 4301.

MKT 4308 Direct Response Marketing (3 q.h.)

Direct response marketing communicates directly with the prospective customer to create an immediate response. Topics include management of direct response programs in telemarketing, mail, catalog and print/broadcast media settings. Applications in consumer, business-to-business and non-profit areas are also discussed.

MKT 4310 Advertising Management 1 (3 q.h.)

This course focuses on the management of the advertising function in relation to a firm's overall marketing objectives. The course approaches the subject from the perspective of the user of advertising (e.g., product manager, marketing manager). Case studies and text material are used to help the student develop decision-making skills. *Prereq.* MKT 4301.

MKT 4315 Professional Selling Skills (formerly Sales Management 1) (3 q.h.)

Allows student to develop effective selling skills. Examines the customer buying process and the company sales process. Discusses prospecting, preparation, presentation, and post-sale activities and introduces advanced selling techniques, such as team selling. Focuses on situations where personal selling is a major element of marketing strategy, such as industrial-product, professional-service, and high-technology marketing. *Prereq.* MKT 4301.

MKT 4320 Marketing Management (3 q.h.)

This course is designed to provide training in marketing decision-making. Case studies simulating actual business settings are used

to help students develop analytical abilities and sharpen their communication skills. Topics covered ranged from techniques used to analyze a market to the development of a total marketing strategy (product policy, pricing policy, promotion policy, and distribution policy). *Prereq.* MKT 4301.

MKT 4411 Advertising Management 2 (Reserved) (3 q.h.)

Continuation of MKT 4310. Surveys why and how advertising works, and includes challenging and practical case studies. *Prereq.* MKT 4310 and 80 q.h.

MKT 4416 Strategic Sales Management (formerly Sales Management 2) **(Reserved)** (3 q.h.)

Today the whole company sells because firms use a team approach to maintain customer relationships. So whether your field is marketing/sales, finance, operations, or information technology, the course material will be important in your career. The course develops the professional decision-making skills to build an effective marketing program. Topics include partnership selling, supervision of field operations, formulation of policies such as finding and developing salespeople, compensation and motivation, and the senior executive's responsibility for integrating overall marketing and sales strategy. *Prereq.* MKT 4315 and 80 q.h.

MKT 4430 Market Research 1 (Reserved) (3 q.h.)

Course focuses on providing students with an introduction to the field of marketing research. Topics in Market Research 1 include problem definition, secondary and syndicated data sources, measurement concepts, questionnaire design, sampling, and experimentation. Emphasis on this course will be on procedures and methods that should be used in order to increase the likelihood that high quality data will be obtained. *Prereq.* MKT 4301 and 80 q.h.

MKT 4431 Market Research 2 (Reserved) (3 q.h.)

This course is a continuation of Market Research 1. It will familiarize students with commonly used data collection and data analysis methods. A majority of the course will be spent analyzing survey data using canned statistical programs (SPSS). Particular methods of analysis will include estima-

tion procedures, chi-square analysis, correlation analysis, and analysis of variance. *Prereq.* MKT 4430 and 80 q.h.

MKT 4453 International Marketing (Reserved) (3 q.h.)

This course is designed to help familiarize the student with those aspects of marketing that are unique to international business within the framework of traditional functional areas of marketing. The focus is on the environment and the modifications of marketing concepts and practices necessitated by environmental differences. Topics include cultural dynamics in international markets, political and legal environmental constraints, educational and economic constraints, international marketing research, international marketing institutions, and marketing practices abroad. *Prereq.* MKT 4320 and 80 q.h.

MKT 4457 Competitive Strategy (Reserved) (3 q.h.)

Focuses on integrative marketing strategies and uses advanced case studies in marketing. More than any other field in business, marketing requires a broad range of skills. The course will help develop analytical skills needed to identify and assess opportunities, creative skills to come up with new ideas and products, and organizational and communication skills to get those ideas and products to the customer. *Prereq.* MKT 4320 and 80 q.h.

MEDICAL LABORATORY SCIENCE

MLS 1104 Laboratory Techniques* (3 q.h.)

Covers the principles and theories of basic technical skills needed to work competently in a clinical or research laboratory. Discusses issues concerning laboratory safety, aseptic technique, OSHA regulations, quality control, quality assurance, solution preparation, and method evaluation and applies them in a laboratory component. *Prereq.* CHM 4135.

MLS 1112 Renal Physiology and Urinalysis* (2 q.h.)

Introduces basic medical laboratory science. Examines principles and theories of renal physiology in health and disease states. Emphasizes techniques for chemical and microscopic detection of normal and abnormal urinary tract constituents. *The required laboratory is MLS 1212, Lab for Renal Physiology and Urinalysis. (1 q.h.) (Laboratory fee.) Prereq.* BIO 4109 and CHM 4135.

MLS 1125 Hematology* (4 q.h.)

Examines basic hematology procedures and principles. Emphasizes hematopoiesis, hematologic cell maturation, normal and abnormal cell morphology, basic hemostasis, and coagulation testing. *The required laboratory is MLS 1225, Lab for Hematology. (1 q.h.) (Laboratory fee.) Prereq.* BIO 4109, CHM 4135.

MLS 1132 Immunohematology* (3 q.h.)

Teaches the principles of immunohematology with specific application to the ABO and Rh blood group system, antibody detection, and crossmatch design. Studies basic blood bank techniques including blood typing and crossmatching. Replaces immunohematology lecture portion of MLS 1131. *The required laboratory is MLS 1232, Lab for Immunohematology. (1 q.h.) (Laboratory fee.) Prereq.* BIO 4109 and MLS 1172.

MLS 1145 Microbiology* (4 q.h.)

Introduces the principles and techniques of organism isolation, cultivation, and identification from clinical specimens. Discusses identifying bacteria that are pathogenic for humans according to the isolated organism's clinical specimen. Emphasizes how to collect and transport specimens, what laboratory protocols to use in diagnosis, and procedures for identifying organisms. *The required laboratory is MLS 1245, Lab for Microbiology. (1 q.h.) (Laboratory fee.) Prereq.* BIO 4109, CHM 4135, and MLS 1172.

MLS 1152 Clinical Chemistry and Instrumentation* (4 q.h.)

Covers the principles of clinical chemistry with application to procedures and techniques. In laboratory work, emphasizes the clinical significance and common methods of quantitating selected important analyses. Replaces lecture portion of MLS 1151. *The required laboratory is MLS 1152 Lab for Clinical Chemistry and Instrumentation. (1 q.h.) (Laboratory fee.) Prereq.* CHM 4135 and MLS 1112.

*This is a day school course. Offered at a different tuition rate.

MLS 1172 Immunology* (2 q.h.)

Covers the basic concepts of medical immunology, including relationships among disease, immune response, and laboratory procedures. Encompasses the concepts of antigen and antibody structure and relationship, and specific and non-specific host response. Covers common laboratory methods for the detection of antigens and antibodies.

MLS 1412 MLT Special Topics—Applied Microscopy* (2 q.h.)

Offers clinical practicum in applied urinalysis, parasitology, and mycology at an affiliated hospital providing MLT (ASCP)- and CLT (NCA)-level instruction. *Prereq. Admission to MLT Clinical Program.*

MLS 1423 MLT Applied Study in Hematology* (2 q.h.)

Offers clinical practicum in hematology and coagulation at an affiliated hospital providing MLT (ASCP)- and CLT (NCA)-level instruction. *Prereq. Admission to MLT Clinical Program.*

MLS 1432 MLT Applied Study in Blood Banking* (2 q.h.)

Offers clinical practicum in blood banking at an affiliated hospital providing MLT (ASCP)- and CLT (NCA)-level instruction. *Prereq. Admission to MLT Clinical Program.*

MLS 1442 MLT Applied Study in Clinical Microbiology* (2 q.h.)

Offers clinical practicum in microbiology at an affiliated hospital providing MLT (ASCP)- and CLT (NCA)-level instruction. *Prereq. Admission to MLT Clinical Program.*

MLS 1452 MLT Applied Study in Clinical Chemistry* (2 q.h.)

Offers clinical practicum in clinical chemistry at an affiliated hospital providing MLT (ASCP)- and CLT (NCA)-level instruction. *Prereq. Admission to MLT Clinical Program.*

MLS 1480 MLT Seminar 1* (2 q.h.)

Offers a basic introduction to correlation of laboratory findings in hematology, blood banking, microbiology, and clinical chemistry, with appropriate referrals of lab information in working situation. Examines basic use of quality control. *Prereq. Admission to MLT Clinical Program.*

MLS 4104 Introduction to Phlebotomy (4 q.h.) (Offered Winter and Summer Quarters.)

This course emphasizes the role of the phlebotomist as part of the health care team. Topics will include proper patient identification, patient relationship, equipment, venipuncture procedure, anatomy and physiology, terminology and pertinent others. *Requires liability insurance coverage.*

MLS 4108 Phlebotomy Applied Study (2 q.h.) (Offered Fall and Spring Quarters.)

This course develops the confidence and experience needed to become an expert phlebotomist. Varieties of venipunctures will be performed under the supervision of clinical instructors in an affiliated clinical site. *Prereq. B- or better in MLS 4104. (Laboratory fee.) Liability insurance coverage is required and must be acquired at the beginning of MLS 4104.*

MLS 4301 Medical Laboratory Science Orientation (2 q.h.) (Offered Fall Quarter.)

Scope, responsibilities, opportunities, and educational requirements for the medical laboratory science professions. Medical terminology and laboratory mathematics are included.

MLS 4321 Hematology† (3 q.h.)

Basic hematological techniques, including discussion of the differential smear and observation of the normal morphology of human red cells, white cells, and platelets. *(Laboratory fee.) Prereq. BIO 4109 or equiv. Not open to medical technology majors.*

MLS 4341 Epidemiology 1 (3 q.h.)

Basic concepts in epidemiology, the distribution in determinants of health, disease prevention, and risk factors, as well as the determinants of diseases and injuries in human populations. Descriptive and analytical epidemiology studies are included.

MLS 4342 Epidemiology 2 (3 q.h.)

Microbiological distributions in determinants of infectious diseases; hospital epidemiology. May be taken independently of Epidemiology 1.

*This is a day school course. Offered at a different tuition rate. All clinical courses require health clearance and liability insurance.

†Offered Fall 1997.

MLS 4381 Seminar in Medical Technology (3 q.h.)

Current topics in medical technology. Includes required readings and presentations by students; guest lecturers. *Prereq. instructor's permission.*

MLS 4700 Advanced Tutorial 1 (3 q.h.)

Opportunity to take upper-level course independently. See page 29 for details. *Prereq. 87 q.h.*

MLS 4701 Advanced Tutorial 2 (3 q.h.)

See MLS 4700.

MANAGEMENT SCIENCE

(see Operations Management)

MATH

MTH 4001 Introduction to Mathematics 1 (3 q.h.)

This is a mathematics course for students who have never had algebra or who have forgotten the algebra they learned years ago. In combination with MTH 4002, it prepares for Contemporary Algebra 1 and 2, MTH 4110 and MTH 4111. The course begins with common sense concepts of arithmetic, and develops mathematical self-confidence while building an understanding of operations with numbers, the language of algebra, algebraic operations, equations, and graphs. Applications to real problems are included throughout. *Credit for this course may not be applied to Lowell Institute or School of Engineering Technology degree programs. Prereq. None.*

MTH 4002 Introduction to Mathematics 2 (3 q.h.)

Still building on common sense concepts and the use of algebra to solve real problems, this course covers systems of equations, exponents, polynomials, factoring, and rational expressions. *Credit for this course may not be applied to Lowell Institute or School of Engineering Technology degree programs. Prereq. MTH 4001.*

MTH 4006 Technical Mathematics* (4 q.h.)

Reviews high school algebra equations, formulas, exponents, polynomials, factoring, scientific notation, fractions, radicals, quadratic equations, and linear equations and their applications. Students are required to purchase a TI-85 graphing calculator or equiv.

Credit cannot be used in the associate in engineering, associate in science, or the bachelor of science in engineering technology degree programs.

MTH 4060 Overcoming Math Anxiety (Noncredit)

A four hour workshop that focuses on overcoming "math anxiety" by helping to demystify the world of mathematics. Examines mathematical myths and realities and the factors that interfere with learning. This hands-on workshop presents a comprehensive diverse approach to "math anxiety" that will help the students redirect their thinking in a way that will promote self-confidence and success in mathematics.

MTH 4107 College Algebra* (4 q.h.)

Examines laws of exponents, factoring, operations with fractional expressions, radical and complex numbers, Pythagorean theorem and distance formula, linear and quadratic equations and inequalities, and functional notation. Includes graphing of a wide variety of functions and equations including lines, conic sections, and polynomials. Studies solutions to many types of equations including linear, quadratic and polynomial. Also explores many applications of algebra. Students are required to purchase a TI-85 graphing calculator or equiv. *Prereq. MTH 4006 or equiv. in high school algebra.*

MTH 4108 Pre-Calculus* (4 q.h.)

Studies exponential and logarithmic functions, trigonometric functions of angles in degrees and radians, trigonometric identities and equations, right triangles, law of sines and cosines, inverse trigonometric functions and polar coordinates. Examines complex numbers in trigonometric form, systems of linear and non-linear equations, binomial theorem, arithmetic and geometric sequences and series. Students are required to purchase a TI-85 graphing calculator or equiv. *Prereq. MTH 4107.*

MTH 4110 Contemporary Algebra 1 (3 q.h.)

Real numbers, linear equations and inequalities, graphing and functions, and systems of linear equations. *Prereq. one year of high school algebra or its equiv. A placement test is given during the first class meeting. Students who do not attain a qualifying score on this test are*

**This is a Lowell Institute, School of Engineering Technology course, which is offered at a different tuition rate than that of University College.*

advised to enroll in MTH 4001, Introduction to Mathematics, for additional preparation. This course cannot be applied to the Lowell Institute degree programs.

MTH 4111 Contemporary Algebra 2 (3 q.h.) Polynomials, polynomial functions, factoring, rational expressions, exponents, radicals, quadratic equations and functions, the parabola. *This course cannot be applied to the Lowell Institute degree programs. Prereq. MTH 4110 or equiv.*

MTH 4112 Contemporary Algebra 3 (3 q.h.) Determinants and matrices, complex fractions, complex numbers, conic sections, exponential and exponential functions. Introduction to differential calculus including functions and their graphs, limits, average rate of change, derivative of a function and the rules of differentiation, maxima and minima, and optimization. *This course cannot be applied to the Lowell Institute degree programs. Prereq. MTH 4111 or equiv.*

MTH 4114 Contemporary Algebra 1 and 2 Combination (6 q.h.)
Same as MTH 4110 and MTH 4111.

MTH 4120 Calculus 1* (4 q.h.) Studies general function operations, theory and evaluation of limits, derivatives of algebraic and trigonometric functions, general rules of differentiation, Rolle's theorem, and Mean Value theorem. Also covers application of differentiation including velocity; and acceleration, related rates, maximum, minimum, curve sketching, and approximations by differentials. Examines antiderivative as an introduction to integration. Students are required to purchase a TI-85 graphing calculator or equiv. *Prereq. MTH 4108.*

MTH 4121 Calculus 2* (4 q.h.) Examines the Riemann sum and the development of the fundamental theorem with applications to areas, volumes, and rectilinear motion problems. Topics include the logarithmic, exponential and inverse trigonometric functions and their applications; techniques of integration including parts, partial fractions, substitution, and the use of tables; numerical integration (Simpson's and Trapezoidal rules); L'Hopital's rule; improper integrals; geometry of vectors in a plane and space. Students are required to purchase a TI-85 graphing calculator or equiv. *Prereq. MTH 4120.*

MTH 4122 Calculus 3* (4 q.h.) Studies sequences and series to the development of Taylor and Maclaurin series, three-dimensional space, and a treatment of functions of several variables; multiple integrals with applications in areas and volumes; and differential equations, including the solution with applications of first-order with variables separable, first-order linear, and second-order linear homogeneous to complete the sequence. Students are required to purchase a TI-85 graphing calculator or equiv. *Prereq. MTH 4121.*

MTH 4123 Differential Equations* (4 q.h.) Examines linear differential equations with constant coefficients, homogeneous and nonhomogeneous. Explores the variation of parameters and undetermined coefficients and simultaneous differential equations, the Laplace transform, series solution of differential equations, and the Fourier series. Studies orthogonal functions and numerical solutions of differential equations. Students are required to purchase a TI-85 graphing calculator or equiv. *Prereq. MTH 4122.**

MTH 4130 Fundamentals of Calculus 1 (3 q.h.)

Introductory course intended for students in liberal arts, business administration, and other nonengineering curricula. Includes fundamentals of differential calculus, rules of differentiation, rates of change, graph sketching, and growth and decay function. *This course cannot be applied to the Lowell Institute degree programs. Prereq. MTH 4112 or equiv.*

MTH 4131 Fundamentals of Calculus 2 (3 q.h.)

Applications of differential calculus, including problems in optimization, velocity and acceleration, compound interest, population growth, and the fitting of equations to data. Introduces integral calculus, areas, average values of functions, marginal cost and profit, and depreciation. *This course cannot be applied to the Lowell Institute degree programs. Prereq. MTH 4130 or equiv.*

**This is a Lowell Institute, School of Engineering Technology course, which is offered at a different tuition rate than that of University College.*

MTH 4132 Fundamentals of Calculus 3 (3 q.h.)

Calculus of trigonometric functions, techniques of integration, numerical methods, and differential equations. Applications include pricing, allocation of funds, present value of an investment, manufacturing efficiency, and product reliability. *This course cannot be applied to the Lowell Institute degree programs. Prereq. MTH 4131 or equiv.*

MTH 4520 Critical Thinking for Research (3 q.h.)

Introduction to critical thinking for health, science, business, and other professionals engaged in research efforts. Presents the essential logic of data analysis to allow the student to critically evaluate research published in professional journals as well as newspapers. The process of collecting, analyzing, and interpreting data is discussed, as well as the use of computers in data analysis. Lectures used in conjunction with discussions of outside readings to illustrate concepts.

MTH 4700 Advanced Tutorial 1 (3 q.h.)

Opportunity to take upper-level course independently. See page 29 for details. *Prereq. 87 q.h.*

MTH 4701 Advanced Tutorial 2 (3 q.h.)

See MTH 4700.

MUSIC

MUS 4100 Introduction to Music (3 q.h.)

The study of music as a major creative force and component of human civilizations in all parts of the globe. This survey course emphasizes the development of listening skills as well as an appreciation of musical forms within historical and cultural contexts.

MUS 4101 Music: A Listening Experience (3 q.h.)

Offers a computer-based "how to listen to classical music" course that assumes no previous musical knowledge. Studies masterworks of Western music but develops listening skills that are globally applicable. Students proceed at their own pace under the guidance and supervision of the instructor. All listening is done at a computer in the Media Center in room 200 Snell Library.

MUS 4109 Introduction to Art, Drama and Music (3 q.h.)

Offers an interdisciplinary approach to music and other arts including painting, film, and theater. Examines works of art from various periods in the context of the cultures that produced them. Supplements regular classes with visits to art museums or attendance at concerts and theatrical performances.

MUS 4110 Music in Popular Culture (3 q.h.)

Investigation of American attitudes toward culture, art, and beauty through consideration of contemporary popular music. Compares the different styles of pop music and traces their evolution. Examines the manipulation of public tastes by large corporations for commercial purposes.

MUS 4111 Rock Music (3 q.h.)

History of rock music from its origins in American blues and other styles through the popular music of the 1950s, the political styles of the 1960s, and the diverse trends of the past decades. Emphasizes the formative years of rock.

MUS 4112 Jazz (3 q.h.)

Jazz from its origins in New Orleans to the latest trends as well as the interrelationship of music and society. Includes analysis of the rhythmic, harmonic, instrumental, and stylistic characteristics of jazz. Covers the works of such creative jazz artists as Armstrong, Beiderbecke, Parker, Ellington, and Coltrane.

MUS 4120 Music Appreciation: The Masterworks of Western Civilization

(formerly History of Musical Styles) (3 q.h.) Selected masterworks of the Euro-American traditions will be studied in a chronological survey. This course emphasizes the development of listening skills as well as an appreciation of musical forms within historical and cultural contexts. Composers to be studied include Bach, Handel, Mozart, Beethoven, Brahms, Wagner, Mahler, and Stravinsky.

MUS 4123 Music of the Classical Period (formerly Music History of the Classical Period) (3 q.h.)

Study of changing musical styles from Stamitz and the Mannheim School through the works of Haydn, Mozart, and early Beethoven.

MUS 4124 Music of the Romantic Era (formerly Music History of the Romantic Era) (3 q.h.)

Musical styles of the nineteenth century, including the role of music and the musician in the changing social, economic, political, and cultural structure of Europe. Analyzes music by Beethoven, Schubert, Berlioz, Brahms, Verdi, and Wagner.

MUS 4125 Music of the Twentieth Century (formerly Music History of the Twentieth Century) (3 q.h.)

The diversity of styles from Debussy through Stravinsky, Schoenberg, Bartok, and Hindemith and more recent developments, including *musique concrete*, chance music, and electronic music.

MUS 4130 The Symphony (3 q.h.)

The symphony as the major genre in the Classical, Romantic, and contemporary periods. Covers works by Haydn, Mozart, Beethoven, Schumann, Tchaikovsky, Brahms, and Sibelius.

MUS 4140 Life and Works of Mozart (3 q.h.)

Mozart's musical development from child prodigy to mature artist, traced from his own letters and from biographies. Includes analysis of many of his major works, including operas, symphonies, concertos, and chamber music.

MUS 4141 Life and Works of J. S. Bach

(3 q.h.)

The genius who summed up the Baroque era and whose every note reflected his profoundly humanistic approach to religion. Works examined include large choral masterpieces, such as the *St. Matthew Passion*, the *Brandenburg Concertos*, the *Well-Tempered Clavier*, and the *Suites*.

MUS 4145 Life and Works of Beethoven

(3 q.h.)

The complex personality and art of this figure, including his relation to the turbulent times in which he lived and his role in Classical and Romantic music.

MUS 4160 Music Therapy (3 q.h.)

An introduction to the field of music therapy, including an exploration of the historical and current theories of music and medicine. Using skills developed in class, students will create and experience music activities for use in a variety of clinical settings. No music or therapeutic experience is necessary.

MUS 4163 Sound Health: Music and Relaxation 1 (3 q.h.)

Opportunity to experience a heightened awareness of the power of music to effect physical and emotional change, and to examine the effects of music on the body, mind, and spirit. An exploration into the awareness of sound and the physiological changes caused by music. Covers theories and techniques used to facilitate positive change, relaxation, and reduction of stress. Includes sound pollution, the effects of vibrations on the body, guided imagery, music and meditation, and New Age and environmental music.

MUS 4164 Sound Health: Music and Relaxation 2 (3 q.h.)

This course allows each student to strengthen his/her ability to work with specific techniques for using music to facilitate relaxation, stress reduction and inner healing for personal use or in a health care setting. Emphasis will be on creating healing imagery, choosing appropriate music and vocal techniques. *Prereq.* MUS 4163.

MUS 4165 The Music Industry (3 q.h.)

Business-related areas of the music industry. Addresses the structure of the record industry and music publishing world, the function of performing rights organizations (ASCAP and BMI), and the role of concert and orchestral managers. Features guest lecturers from various fields and trips to "behind-the-scenes" locations.

MUS 4168 Building a Career in Musical Performance (3 q.h.)

Designed for performers representing themselves or for those interested in managing other artists. Topics include auditions, job investigation, resumes, photographs, press-kits, recording, and debut recitals. Students assemble press kits, write press releases and PSAs, and learn effective ways to garner and handle publicity, to differentiate among the various audio and video formats, and assay their ideas on novel methods of promoting themselves or others.

MUS 4171 Computers and Music (3 q.h.)

History of the use of computers for music composition, music and sound analysis, sound sampling and synthesis, and music scoring and printing. Emphasizes the latest technology, including the use of MIDI (Musical Instrument Digital Interface). Also features hands-on use of computers, music software, and synthesizers.

MUS 4172 The Recording Studio (3 q.h.)

The history and methods of audio reproduction from Edison's gramophone to today's multi-track digital techniques. Includes instruction and hands-on experience at the recording facility in the College's new Media Studio. Guest lectures from experts in the field and visit to a local professional studio. (*Additional fee required for studio work.*)

MUS 4180 Introduction to World Music (3 q.h.)

The varied musical cultures of non-Western societies. Exploration of characteristics common to all musical systems, followed by investigation of music in the Middle East, southern and eastern Asia, Africa, South and Central America, and the Caribbean.

MUS 4200 How to Read and Write Music (3 q.h.)

Basics of musical notation for students with little or no theory or performance background. Focuses on the use of the symbols of pitch and duration. Includes sight reading simple melodies, following scores, arranging music for small instrumental groups, transposition, and elementary rhythmic and melodic composition.

MUS 4201 Music Theory 1 (4 q.h.)

Basics of music theory as a foundation for further musical study and activity. Begins with aural and visual identification of pitches, intervals, major and minor scales, and triads in the G and F clefs. Includes rhythmic and simple melodic dictation, sight-reading, elementary melodic writing, and chord construction.

MUS 4231 Musical Performance 1 (1 q.h.)

Participation in rehearsals and public performances and/or research; and composition, arranging, conducting, and solo and ensemble activity with the NU Symphony Orchestra, the Early Music Players, the NU Chorus, the NU Bands, or other ensembles under the supervision of a faculty member. Evaluation of student progress at the end of the quarter by audition or other method. *Prereq. audition or instructor's permission.*

MUS 4232 Musical Performance 2 (1 q.h.)

Continuation of MUS 4231. *Prereq. MUS 4231.*

MUS 4233 Musical Performance 3 (1 q.h.)

Continuation of MUS 4232. *Prereq. MUS 4232.*

MUS 4234 Musical Performance 4 (1 q.h.)

Continuation of MUS 4233. *Prereq. MUS 4233.*

MUS 4235 Chamber Music 1 (3 q.h.)

Ten sessions, at least one-half hour each, for rehearsal, study, and performance of music for two to six players (matched according to level) under the guidance of a faculty coach. Repertoire selected from the full range of European concert music by the instructor in consultation with the students. For details, call 617-373-2416.

MUS 4236 Chamber Music 2 (3 q.h.)

Continuation of MUS 4235. *Prereq. MUS 4235 or instructor's permission.*

MUS 4237 Chamber Music 3 (3 q.h.)

Continuation of MUS 4236. *Prereq. MUS 4236 or instructor's permission.*

MUS 4241 Piano Class 1 (3 q.h.)

For beginning piano students who want to progress at their own pace. Grades are awarded after passing various step levels. Ownership of a piano is not required.

MUS 4242 Piano Class 2 (3 q.h.)

Introduction of scales, arpeggios, and triads to help students perform more advanced music. Repertoire consists of original compositions by the instructor and simple works by Bartok and Kabalevsky. *Prereq. MUS 4241 or equiv., or instructor's permission.*

MUS 4243 Piano Class 3 (3 q.h.)

Two-octave scales, arpeggios, and triads in all keys. Repertoire consists of Bartok, Kabalevsky, original compositions by the instructor, and duets specifically arranged for this course. *Prereq. MUS 4242 or equiv., or instructor's permission.*

MUS 4244 Voice Class (3 q.h.)

Basic vocal production required for fine singing. Repertoire, both classical and contemporary, is chosen for each student to learn and perform in lessons and outside of class. Includes lectures concerning diction, the physiology of singing, resonance, registers, interpretation, and the basics of music reading and sight-singing. Also includes class analysis of recordings of great vocal artists.

MUS 4247 Guitar Class 1 (3 q.h.)

Intended for beginners. Covers basic classical guitar techniques, including proper sitting and hand positions, note reading, and ensemble playing. Instruments, preferably nylon-strung, are required.

MUS 4261 Music Instruction (1 q.h.)
Individual instruction in a musical instrument or in voice. Lessons may be arranged on a 30-minute basis. Call 617-373-2416 for details. *Special fees.* May be repeated for credit.

MUS 4270 Synthesizer Class (3 q.h.)
Intended for beginners. Covers basic keyboard techniques and music-reading skills, as well as utilization of the special features of some of the more popular digital synthesizers.

MUS 4810 Honors Program 1 (4 q.h.)
Opportunity to undertake an in-depth research study project. See page 29 for details. *Prereq.* 96 q.h., 3.5 q.p.a.

MUS 4811 Honors Program 2 (4 q.h.)
See MUS 4810.

MUS 4812 Honors Program 3 (4 q.h.)
See MUS 4810.

MUS 4815 Advanced Tutorial 1 (3 q.h.)
Opportunity to take an upper-level course independently. See page 29 for details. *Prereq.* 87 q.h.

MUS 4816 Advanced Tutorial 2 (3 q.h.)
See MUS 4815.

MUS 4820 Independent Study 1 (3 q.h.)
Opportunity to undertake special research. See page 29 for details. *Prereq.* 96 q.h., 3.0 q.p.a.

MUS 4821 Independent Study 2 (3 q.h.)
See MUS 4820.

MUS 4822 Independent Study 3 (3 q.h.)
See MUS 4820.

NURSING

NUR 4402 Health Assessment (4 q.h.)
Provides the student with additional theory and skills relevant to the clinical decision-making role of the nurse as a primary caretaker. Extends the students' knowledge and experience of history-taking and physical and psychosocial assessment. Emphasizes analysis and synthesis of data obtained from a holistic health assessment as an essential framework for the identification of common health abnormalities and the enhancement of the nurse's clinical decision-making skills. *Open to any Registered Nurse.*

NUR 4403 Professional Transitions in Nursing (4 q.h.)

This course facilitates the advancement of the registered nurse student in the profession by expanding the theoretical basis of practice. Political, legal, and ethical issues form the basis for discussion of professional nursing. Self-evaluation and personal analysis of professional growth is enhanced through portfolio development and seminars. *Registration by petition to the Program Office. Requires prior nursing experience.*

NUR 4502 Introduction to Nursing Research (4 q.h.)

Builds on students' prior exposure to selected studies applied to nursing. Discusses and critiques qualitative and quantitative research and the value of each to the practice of nursing and to the health-care field. Examines the importance of research in nursing to both practitioner and consumer. *Registration by petition to the Program Office. Prereq.* NUR 4403, ECN 4251, and ENG 4112.

NUR 4503 Nursing and the Community (7 q.h.)

This course uses the nursing process to promote healthy individuals, families, groups, and communities. The role of the nurse in multiple areas of practice is emphasized with special attention to health promotion and disease prevention strategies. Within the clinical practicum the student will have the opportunity to plan and provide nursing interventions to clients as they strive to improve their health status and the health of their community. The student will work independently and interdependently with clients, other health care providers, and community organizations. *Registration by petition to the Program Office. Prereq.* NUR 4402 and NUR 4403.

NUR 4508 Management and Leadership in Nursing (6 q.h.)

This course focuses on the knowledge and skills related to the delivery of nursing services within a management context. Theories, concepts and models are analyzed to provide the knowledge base for the management role. The clinical practicum enables the student to apply principles in a health-related organization. *Registration by petition to the Program Office. Prereq.* NUR 4503.

OPERATIONS MANAGEMENT

(formerly Industrial Management: IM)

(Note: PUR and MS courses now included under OM)

OM 4301 Introduction to Operations Management (formerly IM 4301) (3 q.h.)

Concepts and principles related to the management of operation functions, taught from a management point of view. Relationships to other business functions. Operations, as a transformation process, with inputs of materials, investment, and people producing finished goods/services. Topics covered include product and process design, forecasting demand, capacity planning, facilities design, aggregate planning, scheduling, and quality control and assurance. *Prereq. Knowledge of algebra and statistics. Not open to students who have taken IM 4301 or IM 4401.*

OM 4314 Productivity Enhancement and Quality (formerly IM 4314) (3 q.h.)

The fields of quality control and productivity as a body of managerial, technological, behavioral, and economic knowledge, together with the organized application of this knowledge to the practical improvement of operations. Introduction to various productivity improvement programs currently in use, including measurement and control; the relationship between increase in productivity and managing for higher quality. Reviews management practices of modern quality control and the different approaches to optimizing quality. Includes the economics of total quality, internal and external quality, and management of long-term quality and reliability. *Not open to students who have taken IM 4314.*

OM 4321 Operations Planning and Control (formerly IM 4321) (3 q.h.)

The nature of control in general and the specific characteristics of management and operations control. Examines control structures, processes, and bases for design and implementation. *Prereq. OM 4401, OM 4301 or OM 4404. Not open to students who have taken IM 4321.*

OM 4325 Business Decision Models (formerly MS 4325) (3 q.h.)

Modeling as a method for gaining insight into the underlying mathematical structure

of business problems. Discusses specific modeling techniques, such as linear programming and simulation. *Prereq. MTH 4111 and ECN 4251.*

OM 4332 Statistical Quality Control (formerly MS 4332) (3 q.h.)

Practical course designed to introduce the student to the basics of statistical process control (SPC) and acceptance sampling used in quality control and quality assurance of products or services. Includes control charts for attributes and variables data, process capability analysis, statistical tolerancing, and acceptance sampling concepts and sampling plans for attributes. *Prereq. ECN 4251.*

OM 4351 Introduction to Purchasing (formerly PUR 4351) (3 q.h.)

Introduction to the function of purchasing in the industrial organization. Includes purchasing responsibilities, objectives, organization, and personnel requirements; purchasing policy and systems; the role of the computer in regulating purchasing, planning, transactions, and information retrieval; acquisition of purchased materials, development of sources of supply, and quality assurance; and determination and maintenance of required inventory levels. Also covers price determination, cost and price analysis, make or buy decisions, the role of standardization and value analysis. The process of purchase negotiations, ethical considerations in purchasing, purchasing law and contract cancellations are also examined. This course can be used for NAPM certification examinations.

OM 4357 Business Negotiations (formerly PUR 4357) (3 q.h.)

Explores buyer-seller communication and exchange. Includes the interactive process for arriving at a satisfactory agreement between buyer and prospective vendor and accepted strategies employed by both parties. Discusses economic and technical considerations and the psychological and interpersonal environments of negotiations.

OM 4358 Materials Requirements Planning (MRP) (formerly PUR 4358) (3 q.h.)

Includes the determination of material requirements based on the master production schedule; as well as calculation of the time periods in which materials must be available. The computer-based MRP system may be used as preparation for APICS certification exams.

OM 4370 Inventory Management (formerly PUR 4370) (3 q.h.)

Explores basic inventory management objectives, from the control of raw materials to finished goods and distribution inventory management. Includes aggregate inventory controls, lot sizing, customer service objectives, and the financial and physical controls necessary for effective inventory management. Course may be used as preparation for APICS Certification examinations.

OM 4390 Just-In-Time Manufacturing (JIT) (formerly PUR 4390) (3 q.h.)

Just-In-Time manufacturing is a natural evolution of traditional practices which strives toward increasing through-puts, decreasing inventory investments, decreasing operating expenses, improving quality, etc. This course has been developed to introduce the student to the philosophies, principles, concepts, and techniques of Just-In-Time purchasing and manufacturing. Emphasis on the differences between traditional and J.I.T. manufacturing will be discussed in detail. This course will also help the student to prepare for the APICS Just-In-Time certification examination.

OM 4395 Master Production Scheduling (MPS) (formerly PUR 4395) (3 q.h.)

This course is divided into two sections: Forecasting and Master Production Scheduling. The Forecasting Section develops the concept of Forecasting; qualitative, intrinsic and extrinsic techniques, Forecast source data, Forecast accuracy, statistics, the relation of Forecasting to other processes and Management Considerations. The Master Production Scheduling Section develops the concepts of Master Scheduling Planning and Control, development and utilization of a Master Production Scheduler. Finally, the course discusses the link between Forecasting, the Master Production Schedule and Customer Orders. This course can be used for preparation for the APICS certification examination.

OM 4396 Systems and Technologies (formerly PUR 4396) (3 q.h.)

Systems and Technologies is the newest APICS module which focuses on the relationships between the functions of production and inventory control and manufacturing. The purpose of the course is to help the student understand the integrated needs of both existing and emerging technologies, and

the synergy necessary to provide positive results in the production and inventory environment. This course helps the student recognize business, marketing, and manufacturing strategies that drive the choice and configuration of production and inventory functions, tools, and methods. This course can be used for preparation for the APICS certification examination.

OM 4404 Service Operations Management (3 q.h.) (Reserved)

Operational issues confronting organizations competing in the service sector are discussed. Topics covered include service design, location, and layout. Other topics addressed are the capacity decision, aggregate planning, technology, scheduling, inventory issues, and the pursuit of quality (excellence). *Prereq.* ECN 4251 and 80 q.h.

OM 4600 Honors Program 1 (formerly IM 4600) (4 q.h.)

Opportunity to undertake an in-depth research study project. See page 29 for details. *Prereq.* 96 q.h., 3.5 q.p.a.

OM 4601 Honors Program 2 (formerly IM 4601) (4 q.h.)

See OM 4600.

OM 4602 Honors Program 3 (formerly IM 4602) (4 q.h.)

See OM 4600.

OM 4701 Independent Study 1 (formerly IM 4701) (3 q.h.)

Opportunity to undertake special research. See page 29 for details. *Prereq.* 96 q.h., 3.0 q.p.a.

OM 4702 Independent Study 2 (formerly IM 4702) (3 q.h.)

See OM 4701.

OM 4703 Independent Study 3 (formerly IM 4703) (3 q.h.)

See OM 4701.

OM 4800 Advanced Tutorial 1 (formerly IM 4800) (3 q.h.)

Opportunity to take upper-level course independently. See page 29 for details. *Prereq.* 87 q.h.

OM 4801 Advanced Tutorial 2 (formerly IM 4801) (3 q.h.)

See OM 4800.

PHILOSOPHY

PHL 4100 Philosophical Thinking (3 q.h.)

Methods and values of thinking philosophically. Reveals strategies of dialogue and of informational discovery through understanding and use of the Socratic method of intellectual exchange. Analyzes the universal quest for truth in order to distinguish between knowing and not knowing, dogma, and ignorance. Proves value issues through questions in ethics and moral philosophy.

PHL 4102 Critical Thinking (3 q.h.)

This course will provide the student with several key skills: the organization and development of argument, analysis of content, and clear and precise articulation of ideas. Standard critical thinking texts will be coupled with texts from a variety of sources, ranging from newspaper articles to materials originating in the student's own field.

PHL 4105 Philosophy of Knowing and Reality (3 q.h.)

The difference between knowledge and belief. Areas of theoretical focus include the nature of ultimate reality, the nature of human knowledge, and the nature and existence of God. The investigation of a variety of problems and alternative solutions helps students think independently and self-critically. Emphasizes the development of discipline and precision in communicating ideas.

PHL 4110 Social and Political Philosophy (formerly Philosophy of Right and Justice) (3 q.h.)

Ethics and social and political philosophy. In ethics, addresses the questions "What sorts of things are good or bad?" and "What actions are right or wrong?" In social and political philosophy, examines theories of human nature, social change, social institutions, and major twentieth-century political theories. Possible additional topics include aesthetics and philosophy of history.

PHL 4165 Moral Problems in Medicine (3 q.h.)

Introduces the student to ethical theories, moral principles, and principles of distributive justice. Then uses these theories and principles to analyze the moral problems that arise in the medical context.

PHL 4170 The Human Search for Meaning (3 q.h.)

Examination of selected philosophical problems of human existence, such as freedom, death, sexuality, alienation, and becoming a person.

PHL 4180 Business Ethics (3 q.h.)

Ethical principles and considerations involved in making moral business decisions. Studies basic ethical viewpoints as a foundation; analyzes specific characteristics of business life through particular cases and examples.

PHL 4200 Logic (3 q.h.)

Essentials of lucid thinking in terms of basic logical concepts, including deductive and inductive reasoning, valid and invalid arguments, and the varied functions of language and definition. Also examines how to recognize and evaluate different kinds of arguments, methods of detecting and avoiding common errors in reasoning, and the link between structured thought and effective communication.

PHL 4220 The Meaning of Death (3 q.h.)

Various philosophical and religious views concerning the meaning of death. Discusses such questions as "What attitude should one take regarding one's own death?" "What role does death play in our personal relations to others?" and "Is it necessary to believe in an afterlife in order to give meaning to this life?"

PHL 4223 New Age Philosophy (formerly Philosophy of Consciousness) (3 q.h.)

Theories of consciousness, the possibility of higher states of consciousness, and some techniques, such as meditation, alleged to lead to higher states of consciousness. Readings may include psychological and parapsychological literature on the subject.

PHL 4233 Special Topics in Philosophy (3 q.h.)

Examination of a variety of subjects and themes, such as ancient philosophy, philosophy of science and technology, and ethical issues in race and gender. Because topics change from quarter to quarter, students may take this course more than once, provided they focus on a different topic each time.

PHL 4235 Ethics and the Professions

(formerly Personal Ethics) (3 q.h.)

As professionals, we face many decisions about the "rightness" or "wrongness" of our ideas and actions. Explores two different approaches to moral dilemmas: utilitarian theory, which defines the good as the best possible outcome, and deontological theory, which states that actions themselves are either good or evil. Applies these ethical theories to the moral choices we make as professionals in areas such as business, criminal justice, health care, and human services.

PHL 4243 Existentialism (3 q.h.)

Existential philosophy as understood through study of its greatest representatives, such as Kierkegaard, Nietzsche, Dostoyevsky, Heidegger, Jaspers, Camus, Sartre, and Merleau-Ponty. Focuses on the central themes of self-alienation, authenticity, and existential experiences.

PHL 4245 Philosophy of Religion (3 q.h.)

The arguments for the existence of God. Covers natural and moral evil, the soul, immortality, the evidence for miracles, and the nature of religious knowledge.

PHL 4247 Theistic, Atheistic, and Agnostic Philosophies (3 q.h.)

Selected theistic, atheistic, and agnostic philosophies. Questions studied include: "Is the belief in God necessary for a comprehensive philosophy of life?" "How does an atheistic philosophy explain and justify the 'higher values' such as love, beauty, and justice?" and "How is it possible to base a philosophy on the principle of agnosticism?"

PHL 4249 Woman's Spirituality (formerly Feminist Spirituality) (3 q.h.)

Women's religious experience as described in classical and contemporary sources. Readings include such works as *Womanspirit Rising*, *The Politics of Women's Spirituality*, and *Dreaming the Dark*.

PHL 4250 Philosophy of Human Nature (3 q.h.)

Philosophical and literary study of human nature. Questions include "What is human nature?" and "What is a human being?" Examines some of the philosophical answers to these questions, with special attention to the significance of tradition, social role, freedom, and decision.

PHL 4251 Images of Women in Philosophy (3 q.h.)

Philosophical approach to the study of women in society. Drawing from sources within the history of philosophy and literature, includes the role (ideal and actual) of women in society, love and marriage, oppression and isolation, and the cult of virginity.

PHL 4265 Contemporary Religious Issues in America (formerly Understanding Religion in America Today) (3 q.h.)

Study America's remarkable religious pluralism. Includes contemporary Christianity and Judaism, nontraditional Christian and non-Christian movements, cults, sects, and quasi-religious organizations. After becoming familiar with American religious foundations, students study the connections between religion and sociotechnological change, sex, biomedical ethics, politics, and the media. May include guest speakers.

PHL 4266 The Religious Right in Contemporary America (3 q.h.)

Evangelism, fundamentalism, extremist groups, and nontraditional Jewish and Christian movements. Also examines "priesthood of all believers," grace and the idea of the "elect," and the state of being "born again" as well as the New Deal, the Great Society, and the "conservative revolution." Includes background on the roots of these movements, from precolonial Europe and Puritan America to the development of the Social Gospel. May include guest speakers.

PHL 4267 Cults and Sects (3 q.h.)

Examines the varieties of religious experience from the perspectives of sociology and psychology of religion. Focuses on such cultic and sectarian groups as Christian Science, the American Shakers, the Unification Church, the Hare Krishna movement, and the Black Muslims. Provides the student the opportunity to acquire critical investigative tools with which to analyze different religious expressions.

PHL 4270 The Great Western Religions (3 q.h.)

Study of the basic teachings of Judaism, Christianity, and Islam.

PHL 4273 Judaism (3 q.h.)

Philosophy of the Jewish religion, its metaphysical and ethical beliefs, and the philosophical origins of these beliefs.

PHL 4275 The Great Eastern Religions

(3 q.h.)

Study of the basic teachings of Taoism, Confucianism, Buddhism, Hinduism, and Shintoism.

PHL 4277 Hinduism (3 q.h.)

The Hinduism of the *Upanishads*, the most explicit of the mystical religions. Also includes the devotional aspect of Hinduism as expressed in the *Bhagavad Gita*.

PHL 4279 Buddhism (3 q.h.)

Central teachings of Buddhism, including the doctrines that there is no independently existing immutable self or soul, that all phenomena are impermanent, that existence is suffering, that suffering has a cause, and that there is a way to eliminate suffering.

PHL 4280 Islam (3 q.h.)

History of Islam, its conflicts with the West in the past and in the present, Islamic beliefs, and the future of Islam as a world religion.

PHL 4293 Mysticism: East and West (3 q.h.)

Inquiry into mystical experience through a comparative study of the writings of Christian, Buddhist, and Hindu mystics and of secondary interpretive sources. Explores the potential oneness of humanity with God, the conflict of mysticism with traditional forms of religion, and the possibility of a common, cross-cultural basis for mysticism.

PHL 4317 Understanding the Bible (3 q.h.)

This course introduces students to the Old and New Testaments so that they may enter into a dialogue with the Bible, understanding not only what it says, but why it is said that way. Discussion focuses on the bible's social, political, and cultural backgrounds.

PHL 4330 Myths, Dreams, and Mysteries (formerly The Encounter of Psychology and Religion) (3 q.h.)

Exploration of the ways the sense of self shapes and is shaped by religion. Emphasis on dominant Western psychologies and religions. Examination of the role of religious values in defining cultural values, and of these values in determining a sense of self.

PHYSICS

Physics courses are Lowell Institute, School of Engineering Technology courses, which are offered at a different tuition rate than that of University College.

PHY 4101 College Physics 1 (4 q.h.)

Fall, Summer Quarters.

Introduces students to mechanics, including units of measurement, vectors, accelerated motion, and Newton's laws of motion. Topics include conservation of energy, work, momentum, elements of heat, mechanical waves, and vibrating bodies. Includes laboratory experiments and classroom demonstrations as integral parts of this course. (This course is intended for health professions and science programs and cannot be used for credit towards technology degrees in the Lowell Institute, School of Engineering Technology.) *Prereq.* MTH 4107 or *equiv.*

PHY 4102 College Physics 2 (4 q.h.)

Winter, Summer Quarter.

Introduces magnetism, magnetic fields, electromagnetic induction, electrostatics and electric circuits. Discusses appropriate topics in optics, nuclear and atomic physics. Involves frequent laboratory experiments and classroom demonstrations. (This course is intended for the health professions and science programs and cannot be used for credit towards technology degrees in the Lowell Institute.) *Prereq.* PHY 4101.

PHY 4117 Physics 1 (4 q.h.)

All Quarters.

Introduces vectors and balanced forces, accelerated motion, projectile motion, Newton's laws, work and energy, momentum. *Prereq.* MTH 4107 or *concurrently*.

PHY 4118 Physics 2 (4 q.h.)

All Quarters.

Explores rotational motion, rotational dynamics, elasticity, periodic motion, electric forces and fields, electric potential, capacitance, electromotive force, and direct current circuits. *Prereq.* PHY 4117.

PHY 4119 Physics 3 (4 q.h.)

All Quarters.

Covers magnetic fields and forces, electromagnetic induction, inductance, Gauss's law, electromagnetic waves, mechanical waves, sound, and the interference and diffraction of light. *Prereq.* PHY 4118.

PHY 4196 Physics Laboratory 1 (1 q.h.)

All Quarters.

Includes experiments in acceleration, force, circular motion, energy, and momentum that follow lecture topics in PHY 4117. *Prereq. PHY 4117 concurrently.*

PHY 4197 Physics Laboratory 2 (1 q.h.)

All Quarters.

Includes experiments in statics, rotation, simple harmonic motion that follow the lecture topics in PHY 4118. *Prereq. PHY 4196 and PHY 4118 concurrently.*

PHY 4198 Physics Laboratory 3 (1 q.h.)

All Quarters.

Includes experiments in circuits, optics, electromagnet and waves that follow the lecture topics in PHY 4118 and PHY 4119. *Prereq. PHY 4197, PHY 4118 and PHY 4119 concurrently.*

POLITICAL SCIENCE

POL 4103 Introduction to Politics (3 q.h.)

Introduction to contemporary political science, including consideration of basic concepts in political analysis, the role of government institutions, political representation, political ideologies, and the scope and methods of political science.

POL 4104 Introduction to American Government (3 q.h.)

American governmental and political processes, constitutional institutions, political behavior, and liberties.

POL 4105 Introduction to Comparative Politics (3 q.h.)

Comparative study of constitutional and totalitarian systems, including the Western European and Soviet patterns.

POL 4106 Introduction to Politics (4 q.h.)

Basic political concepts and forces of organization from the classical Greeks to the modern nation-state. The Soviet Union and the United Kingdom are contrasted as contemporary illustrations of the institutional distinction between a totalitarian and a constitutional system. *For Alternative Freshman-Year students only.*

POL 4110 The Great Political Thinkers (3 q.h.)

Explores the great political thinkers from ancient Greece to the twentieth century. Probes the creative genius of such theorists

as Plato, Aristotle, Aquinas, Hobbes, Hegel, Locke, Rousseau, Mill, and Marx.

POL 4112 Political Elites in Modern Democracies (formerly Political Elites in Advanced Industrial Societies) (3 q.h.)

This course focuses on theories of political elites in advanced industrial societies. The question of who rules is central. What role do elites play in modern democracies? Are there in fact elites? The theories of Mosca, Pareto, Michels, and the modern debate represented by thinkers such as Mills and Dahl are central to this course. The course also presents the Marxist, pluralist, and corporatist paradigms for understanding politics with respect to the issue of elites.

POL 4300 Introduction to Public Administration (formerly Public Administration 1) (3 q.h.)

Introduction to the theory, forms, and processes of administration at the national and state levels.

POL 4301 Case Studies in Public Administration (formerly Public Administration 2) (3 q.h.)

Case-study examination of the relationship between the theory and practice of public administration. *Prereq. POL 4300 or equiv.*

POL 4302 Public Administration (Intensive) (6 q.h.)

Same as POL 4300 and POL 4301.

POL 4303 Public Personnel Administration (3 q.h.)

Study basic elements of personnel administration, including recruitment, training, classification, promotion, and executive development. Pays special attention to current problems, such as equal opportunity, public employee unionism, and collective bargaining.

POL 4304 Public Budgeting (3 q.h.)

Politics, procedures, and goals of government budgeting at the federal, state, and local levels are covered. Includes expense, capital, and program budgeting.

POL 4305 Organizational Theory (3 q.h.)

Examines people and organizations, focusing on organizational and societal problems as a way of understanding how we can survive in a bureaucratic system.

POL 4306 Public Policy Analysis (3 q.h.)

Procedures for the analysis of public policy are studied, including discussion of selected cases of public policy at the local, state, or federal level.

POL 4307 Politics of Health in International Development (formerly The Politics of Health) (3 q.h.)

Explores the problems of health in developing countries, particularly during the last decade. Examines the political dynamics at the village, national, and global levels that have hindered efforts to establish health care delivery systems. Analyzes issues of nationalism and problems of refugees.

POL 4309 Business and Government (3 q.h.)

Explores the interaction between business and government, and the constraints within which each must operate in our society. Issues to be raised include the structure and function of the corporation, understood as a political entity; the "revolving door" between business and government; the impact of corporations on democratic processes and institutions; and the degree to which political rights and economic rights are intertwined.

POL 4310 American Political Thought (3 q.h.)

Topics include political thought from the Colonial period to the present, including study of the impact of religious, economic, and judicial theories on the structure of American ideas.

POL 4311 Research Methods (3 q.h.)

Introduction to some of the most common methods of conducting political science research. Includes problems of theory construction and data-gathering and such analytical research tools as bibliographical aids and the computer.

POL 4312 Political Parties and Pressure Groups (3 q.h.)

Discusses party government in the United States focusing on the interaction of party and government.

POL 4313 State and Local Government (formerly Government and Politics and the States) (3 q.h.)

State and local governments, their problems, and functional and operational responses to these problems are examined.

POL 4314 Urban and Metropolitan Government (3 q.h.)

Explores political, structural, and functional problems of an urbanizing United States. Includes an analysis of urban, suburban, and metropolitan governments.

POL 4316 Ecology in Political Perspective (3 q.h.)

Human beings have become major actors for ecological change. Not only are we a part of nature, we use and reshape nature. This course is structured to explore the impact of human beings on nature, and to prognosticate what will happen if present trends continue. A core interest in the course will be to examine the efforts of interested citizens and organizations to use political means to control and direct these trends.

POL 4318 The American Presidency (3 q.h.)

Study of the nation's chief executive. Includes topics such as the presidential electoral process, the president's many constituencies, and the differing styles of twentieth-century presidents. Also covers constitutional and extraconstitutional powers of the office.

POL 4319 The Congress (3 q.h.)

Institutional and functional analysis of the roles of Congress are examined, as well as the chief executive, and political parties in the legislative process.

POL 4320 American Constitutional Law (3 q.h.)

A case analysis of the development of Federalism, the separation of powers, and the role of the federal and state courts in constitutional development.

POL 4321 Civil Liberties (formerly Civil Rights) (3 q.h.)

Examination of quality and content of civil liberties in the United States. Emphasizes the First, Fifth, Sixth, Fourteenth, and Fifteenth amendments to the Constitution.

POL 4322 Criminal and Civil Due Process (formerly Procedural Due Process) (3 q.h.)

Study of due process in the American constitutional scheme.

POL 4324 Politics and Documentary Film (3 q.h.)

Designed to complement *POL 4325, Politics and Film*, this course will focus on the documentary in an attempt to analyze the political themes and ideas different film-makers

bring to their subject. Implications for contemporary American society will be highlighted. Films to be viewed include Chris Marker's *Sans Soleil*, Peter Davis' *Hearts and Minds*, Frederick Wiseman's *Missile*, Michael Moore's *Roger and Me*, and Barbara Koppel's *The American Dream*.

POL 4325 Politics and Film (formerly The Politics of Films) (3 q.h.)

The relationship between films and politics is explored. Films are analyzed for their political content and impact on specific controversies and on politics and society as a whole.

POL 4326 The Sixties (3 q.h.)

A political, philosophical, sociological and cultural analysis of the Sixties is presented. The major issues of that era are discussed: civil rights, the Vietnam War, the student movement. Special attention is given to the arts, including music and film.

POL 4327 Women in American Politics (formerly Sex Roles in American Politics) (3 q.h.)

Topics such as the roles of women in American government and politics, including the traditional roles—or absence thereof—of women in American politics, the suffrage movement, the impact of sex on achieving political power and office, the growing importance of the women's vote, the women's movement, and political action to support women's issues are covered.

POL 4328 Mass Media and American Politics (3 q.h.)

The study of the role of the media in shaping political opinions and behaviors. The role of the media in setting political agendas and reporting and interpreting political events will be examined. The nature and influence of public opinion in a democratic society will also be studied.

POL 4329 Psychology of Politics (3 q.h.)

How do psychological processes affect politics? How are people's political beliefs and attitudes shaped? What needs, intrinsic or otherwise, do people bring into the political process? What is "human nature," and what impact does it have on society? Is a non-repressive society possible? These are some of the issues to be discussed in this course, which will attempt to integrate politics and psychology into a comprehensive analytical framework.

POL 4330 Comparative Politics (3 q.h.)

Discusses political culture, organization, and behavior in different national settings.

POL 4331 International Relations (3 q.h.)

Studies elements of and limitations on national power. Discusses contemporary world politics, problems of war, and peaceful coexistence.

POL 4332 International Organization (3 q.h.)

The development of international organizations, emphasizing the United Nations, specialized agencies, and regional organizations, is explored.

POL 4333 International Law (3 q.h.)

Examines the procedural and substantive study of the legal relations among nation-states.

POL 4334 International Political Economy (3 q.h.)

Covers the nature and development of post-war international economic order, trade, and monetary regimes, the world bank, oil, debt and sovereign lending practices, rise of Europe and Japan, international regime analysis, recent trade agreements, post-Cold War issues, and liberal, radical, and realist approaches to international political economy.

POL 4336 American Foreign Policy (3 q.h.)

Study of recent and current American foreign affairs.

POL 4337 The Politics of Arms Control (3 q.h.)

Discusses the nuclear arms rivalry between the United States and the Soviet Union, along with opportunities for curtailing it through arms control. Includes the nature and purposes of nuclear weapons, past arms-control agreements, and recent breakthroughs. Explores current options for arms control.

POL 4338 European Political Parties (3 q.h.)

Emphasizes political party systems in England, France, and Germany, and their ideology, organization in and out of Parliament, electoral strategies, and voter behavior.

POL 4339 Government and Politics of Russia (3 q.h.)

Surveys the government and politics of the Soviet Union as it was and of Russia today. Covers the history of the Soviet regime, gov-

ernment, economy, party, ideology, political culture, Gorbachev and his reforms, the breakup into various republics, and the problems facing Russia today.

POL 4341 Russian Foreign Policy (3 q.h.)

Surveys Russian and Soviet foreign policy from 1917 to the present with special focus on the postwar period and the foreign policy reforms and problems faced by the new regime. Emphasis is given to Russia's relations with the West including Western economies.

POL 4342 Eastern Europe in Transition

(formerly Communism in Eastern Europe) (3 q.h.)

Surveys the new states of Eastern Europe with a focus on economic and political reforms. Topics include the governments and institutions of the new regimes, the problems in instituting the market into their economies, and efforts to establish links with Western Europe and international economic organizations such as the IMF. Surveys the old regimes as single-party dictatorships, the tensions that existed with their Soviet connections, and the forces that led to their breaking away from Moscow.

POL 4344 Politics of European Integration (3 q.h.)

This course examines the impending integration of Europe into one commercial and political entity. Emphasis will be on the problem areas of environmental protection, agricultural subsidy and the impact of free capital and labor movement on the developed social welfare states in Germany, Scandinavia and the Netherlands. This upper-level course will be held in a seminar format.

POL 4350 Politics and Policies of the Developing Nations (3 q.h.)

Covers colonialism, the struggles for independence, and the common problems of developing nations. Includes economic development, urbanization, cultural fragmentation, and revolution.

POL 4352 Government and Politics of Latin America (3 q.h.)

Explores the historical background of the Latin American nations and their cultural, economic, social, and political characteristics, including political violence and the breakdown of democratic governments.

POL 4356 Government and Politics of Northern Africa (3 q.h.)

A comparative analysis of political culture, organization, and behavior of African states north of the Sahara, with emphasis on Morocco, Algeria, Tunisia, and Egypt.

POL 4357 Government and Politics of South Africa (3 q.h.)

An analysis of political culture, organization, and behavior of South Africa. Examines the South African history to show how South Africa got where it is today, including the nature, implications, and problems of both the apartheid and post-apartheid periods and prospects for the future.

POL 4359 Government and Politics in the Middle East (3 q.h.)

Political change, economic growth, and social adaptation in selected countries is discussed. The emergence of the Middle East from subjection to self-assertion is examined, focusing on such topics as the influence of Western Modernism, Muslim fundamentalism, inter-Arab rivalries, Arab-Israeli conflict, and the civil strife in Lebanon.

POL 4362 Government and Politics of Southeast Asia (3 q.h.)

Explores political instability and problems of establishing democratic structures and processes in the Philippines, Thailand, and India.

POL 4364 China's Foreign Policy (3 q.h.)

Examines Beijing's relations with Africa, the rest of Asia, the Soviet orbit, and the West. Covers policy objectives, strategy, tactics, and the methods of decision-making in both the party and state apparatus.

POL 4365 Government and Politics of China (3 q.h.)

Discusses Chinese political culture, emphasizing the nineteenth-century cultural, economic, and political impact of the West, the emergence of the Communist party under the leadership of Mao Tse-Tung, and the progressive disintegration of Kuomintang leadership.

POL 4367 Government and Politics of Japan (3 q.h.)

Examines the historical development of the Japanese nation, with particular attention to the growth of fascism and efforts to create a viable democracy since World War II.

POL 4370 Introduction to Political Theory (3 q.h.)

Discusses the development of the political ideas of the Western world, including the ideas of the major philosophers of Greece, Rome, the Christian Era, and the Renaissance.

POL 4371 Modern Political Theory (3 q.h.)
Explores political ideas and systems of thought from Machiavelli to the present.
Prereq. POL 4370 or equiv.

POL 4372 Contemporary Political Thought (3 q.h.)

Analyzes current ideas, ideologies, and political movements. Examination of such topics as neo-conservatism, neoliberalism, neo-Marxism, and women's liberation.

POL 4373 Islamic Political Thought (3 q.h.)
Introduces Islamic thought and political theory. Analyzes such classical theorists as Avicenna, Averroes, Al-Ghazali, and Ibn Khaldun, and such modern theorists as Abduh, Iqbal, and Shari'ath.

POL 4378 Current Political Issues (3 q.h.)
Explores the constitutional and political basis of selected problems in American political life.

POL 4815 Advanced Tutorial 1 (3 q.h.)
Opportunity to take an upper-level course independently. See page 29 for details. *Prereq.* 87 q.h.

POL 4816 Advanced Tutorial 2 (3 q.h.)
See POL 4815.

POL 4820 Independent Study 1 (3 q.h.)
Opportunity to undertake special research. See page 29 for details. *Prereq.* 96 q.h., 3.0 q.p.a.

POL 4821 Independent Study 2 (3 q.h.)
See POL 4820.

POL 4822 Independent Study 3 (3 q.h.)
See POL 4820.

POL 4830 Honors Program 1 (4 q.h.)
Opportunity to undertake an in-depth research study project. See page 29 for details. *Prereq.* 96 q.h., 3.5 q.p.a.

POL 4831 Honors Program 2 (4 q.h.)
See POL 4830.

POL 4832 Honors Program 3 (4 q.h.)
See POL 4830.

PSYCHOLOGY

PSY 4110 Introduction to Psychology: Fundamental Issues (formerly Fundamental Issues in Psychology) (3 q.h.)

Explores fundamental principles and issues of contemporary scientific psychology, which are approached as a method of inquiry as well as a body of knowledge. Examines the origins and methods of psychology, biological foundations of behavior, states of consciousness, learning, and memory.

PSY 4111 Introduction to Psychology: Developmental Aspects (formerly Developmental Aspects in Psychology) (3 q.h.)

Covers growth and the life-cycle, language, mental abilities, sensory and perceptual processes, and social interaction. *Prereq.* PSY 4110 or equiv.

PSY 4112 Introduction to Psychology: Personal Dynamics (formerly Personal Dynamics in Psychology) (3 q.h.)

Examines motivation, emotion, personality theory and measurement, abnormal psychology, and therapy. *Prereq.* PSY 4110 or equiv.

PSY 4114 Introduction to Psychology Intensive (6 q.h.)

Same as PSY 4110 and PSY 4111.

PSY 4220 Statistics in Psychology 1 (3 q.h.)
Scales of measurement in psychological research, measures of central tendency, and variability are discussed. *Prereq.* PSY 4112 and MTH 4111.

PSY 4221 Statistics in Psychology 2 (3 q.h.)
Introduces measures of correlation, probability, and statistical distributions. *Prereq.* PSY 4220 or equiv.

PSY 4222 Statistics in Psychology 3 (3 q.h.)
Explores parametric and nonparametric tests of significance, including chi square, t-test, F test, and simple analysis of variance. *Prereq.* PSY 4221.

PSY 4231 Psychology of Learning (3 q.h.)
Studies the basic principles and techniques of operant and Pavlovian conditioning and their applications to therapeutic, educational, and specialized training programs. *Prereq.* PSY 4111 or PSY 4112 or equiv.

PSY 4232 Motivation (3 q.h.)

Topics include various aspects of motivation, including primary and secondary reinforcement, unconscious motivation, effectuate motivation, and the assessment of motives. *Prereq.* PSY 4112 or *equiv.*

PSY 4240 Development: Infancy and Childhood (formerly Developmental Psychology: Infancy and Childhood) (3 q.h.)

Explores human development from infancy through late childhood. Covers physical, cognitive, and psychosocial development, including the development of language, morality, and interpersonal relationships.

PSY 4241 Development: Adolescence (formerly Developmental Psychology: Adolescence) (3 q.h.)

Examines development during the second decade of life, emphasizing the tasks and problems confronting the individual adolescent. Includes topics such as biological, social, and cognitive changes as they relate to the creation of a stable, individual identity.

PSY 4242 Development: Adulthood and Aging (formerly Developmental Psychology: Adulthood and Old Age) (3 q.h.)

Discusses the unique features and problems of development from the adult years to death. Emphasizes changes that accompany career, marriage, and family developments and the specific psychological adjustments required of the aging person.

PSY 4262 Memory and Thinking (formerly Cognitive Psychology) (3 q.h.)

Explores the mental processes involved in the acquisition, organization, and use of knowledge, including pattern recognition and memory. *Prereq.* PSY 4111, PSY 4112, or *equiv.*

PSY 4270 Social Psychology 1 (3 q.h.)

Studies the socialization process, social motives, interpersonal perception, and group membership and structure. *Prereq.* PSY 4111 or *equiv.*

PSY 4271 Social Psychology 2 (3 q.h.)

Examines topics of attitudes, prejudice and ethnic relations, leadership, mass behavior and social movements, and the effects of mass media on communication. *Prereq.* PSY 4270 or *equiv.*

PSY 4272 Personality (3 q.h.)

Studies the normal personality and its growth and development. Includes concepts such as environmental and genetic contributions,

assessment of personality, research, and a survey of the major personality theories. *Prereq.* PSY 4112 or *equiv.*

PSY 4276 Stress and Its Management (3 q.h.)

Covers stress and its effects on human behavior. Considers the causes of stress from a variety of theoretical perspectives. Techniques and procedures for stress management and reduction examined in detail.

PSY 4280 Human Sexuality and Love (3 q.h.)

An examination, both theoretical and experimental, of psychological, biological, and social aspects of sexuality and loving. Topics include sexual anatomy and physiology; birth control; gender identity and gender role; romantic love (with emphasis on successful love relationships); diverse sexual lifestyles; sexual dysfunctions and therapy; and enhancement of one's own sexual awareness and pleasure and that of one's partner.

PSY 4290 Psychology of Women (3 q.h.)

Examines women, historically and in contemporary life, including their social roles and their behavior as determined genetically, physiologically, and psychologically. Includes discussion on the implications for women's future lifestyles, roles, and contributions.

PSY 4351 Physiological Psychology (3 q.h.)

Introduces how nerves function and work together in the nervous system; how our sense organs provide the brain with information about the outside world; how the brain acts to produce behavior; and how such psychological concepts as perception, learning, motivation, arousal, and emotion may relate to nervous system activity. *Prereq.* PSY 4111 or PSY 4112 or *equiv.*

PSY 4352 Drugs and Behavior (3 q.h.)

Considers the application of quantitative behavior techniques in animals and humans to determine the behavioral effects of pharmacological agents. Includes systematic survey of experimental literature.

PSY 4372 Abnormal Psychology 1 (3 q.h.)

Diagnosis, symptomatology, etiology, and therapy of anxiety disorders, somatoform, and dissociative disorders. Introduction to the major forms of psychotherapy, including psychoanalysis, client-centered, behavioral and cognitive therapy. *Prereq.* PSY 4112 or *equiv.*

PSY 4373 Abnormal Psychology 2 (3 q.h.)
Continuation of PSY 4372. Diagnosis of symptomatology, etiology, and therapy of schizophrenia, mood disorders, psychophysiological disorders, anti-social personality disorders, and organic disorders. Introduction to the somatic therapies. *Prereq.* PSY 4372.

PSY 4381 Sensation and Perception (3 q.h.)
Introduces the nature of the perceptual world, the nature of object recognition and identification, spatial organization, contextual effects, learning and perception, and the influence of attitudinal, motivational, and personality factors on perception. *Prereq.* PSY 4111 or *equiv.*

PSY 4471 Psychological Therapies (3 q.h.)
Studies techniques used for treating deviant behavior, from classical psychoanalytical therapies through methods of behavior modification. *Prereq.* PSY 4374 or *equiv.*

PSY 4561 Experimental Psychology 1 (3 q.h.)
Students conduct experiments focusing on the scientific method in the design, execution, analysis, and reporting of psychological investigations. *Prereq.* PSY 4222 and 120 q.h.

PSY 4562 Experimental Psychology 2 (3 q.h.)
Continuation of PSY 4561. *Prereq.* PSY 4561.

PSY 4563 Experimental Psychology 3 (3 q.h.)
Continuation of PSY 4562. *Prereq.* PSY 4562.

PSY 4611 Senior Seminar in Psychology (3 q.h.)
Small groups of students meet to discuss topics of mutual interest in psychology. Each seminar has a different focus, depending upon the student group and the instructor. *Prereq.* PSY 4561 and PSY 4562.

PSY 4813 Field Work in Psychology (6 q.h.)
Designed to enhance career development by allowing students to earn credit for the application of their academic backgrounds to practical problems in the work place. See page 29 for details.

PSY 4815 Advanced Tutorial 1 (3 q.h.)
Opportunity to take an upper-level course independently. See page 29 for details. *Prereq.* 87 q.h.

PSY 4816 Advanced Tutorial 2 (3 q.h.)
See PSY 4815.

PSY 4820 Independent Study 1 (3 q.h.)
Opportunity to undertake special research. See page 29 for details. *Prereq.* 96 q.h., 3.0 q.p.a.

PSY 4821 Independent Study 2 (3 q.h.)
See PSY 4820.

PSY 4822 Independent Study 3 (3 q.h.)
See PSY 4820.

PSY 4891 Honors Program 1 (4 q.h.)
Opportunity to undertake an in-depth research study project. See page 29 for details. *Prereq.* 96 q.h., 3.5 q.p.a.

PSY 4892 Honors Program 2 (4 q.h.)
See PSY 4891.

PSY 4893 Honors Program 3 (4 q.h.)
See PSY 4891.

PURCHASING (See Operations Management)

RADIOLOGIC TECHNOLOGY

RAD courses (RAD 4085 through RAD 4124) are only open to admitted students.

RAD 4085 Radiologic Science 1 (formerly RAD 4102) (3 q.h.)
Basic concepts of physics, units of measurement, Newton's law of motion, work, energy, atomic theory of matter, electric currents, magnetism, generators, motor production, control of high voltage, and X-ray production are covered. *Prereq.* MTH 4110.

RAD 4086 Radiologic Science 2 (formerly RAD 4103) (3 q.h.)
Topics include interaction of X-rays and matter; modern X-ray tubes; X-ray circuits; fluoroscopic systems; and properties of solids, liquids and gasses. Also covers temperature, heat transfer and their application. *Prereq.* RAD 4085.

RAD 4100 Radiologic Technology Orientation 1 (3 q.h.)
Examines history of X-radiation, radiology department organization, medical terminology, patient care and nursing procedures, and contrast media.

RAD 4101 Radiologic Technology Orientation 2 (3 q.h.)

Study of medical and surgical diseases. *Prereq.* RAD 4100.

RAD 4104 Principles of Radiology 1 (4 q.h.)

Practical, basic radiation protection and the principles of positioning patients for radiographic studies are covered. *Prereq.* RAD 4100.

RAD 4105 Principles of Radiology 2 (4 q.h.)

Explores principles of precise body positioning for advanced radiographic studies. *Prereq.* RAD 4104.

RAD 4106 Radiologic Photography and Exposure 1 (4 q.h.)

Examines basic principles of image formation, electromagnetic spectrum, X-ray tube construction, factors controlling radiographic quality and patient exposure.

RAD 4107 Radiologic Photography and Exposure 2 (4 q.h.)

Examines mathematical formulas used in radiography. Includes in-depth study of sensitometry, phototiming principles, radiographic film techniques and electronic image capture and recording. *Prereq.* RAD 4086 and RAD 4106.

RAD 4108 Radiology Practicum 1 (formerly RAD 4116) (3 q.h.)

Students apply theoretical principles by performing radiographic procedures under supervision in a direct patient care setting. Emphasizes patient safety, radiation protection, and basic, routine diagnostic procedures. *Prereq.* RAD 4104 and RAD 4106. *Requires liability insurance coverage.*

RAD 4109 Radiology Practicum 2 (formerly RAD 4117) (3 q.h.)

Continuation of RAD 4108. Emphasizes routine diagnostic procedures, including fluoroscopy, operating room and portable radiography. *Prereq.* RAD 4108 and RAD 4105. *Requires liability insurance coverage.*

RAD 4110 Radiology Practicum 3 (formerly RAD 4118) (3 q.h.)

Continuation of RAD 4109. Emphasizes advanced diagnostic procedures, including invasive and interventional studies. Minor rotations are scheduled for related imaging departments. *Prereq.* RAD 4109 and RAD 4107. *Requires liability insurance coverage.*

RAD 4111 Radiology Practicum 4 (formerly RAD 4119) (3 q.h.)

Continuation of RAD 4110. Final clinical practicum leads to demonstration of accomplishment of terminal clinical competencies. *Prereq.* RAD 4110. *Requires liability insurance coverage.*

RAD 4123 Radiographic Lab 1 (0 q.h.)

Energized x-ray laboratory activities designed to complement RAD 4106 and RAD 4104.

RAD 4124 Radiographic Lab 2 (0 q.h.)

Continuation of RAD 4123. Designed to complement RAD 4107 and RAD 4105.

RAD 4130 Ultrasound Physics and Instrumentation (3 q.h.)

Introduces the physics of ultrasonographic imaging. Topics include the nature of ultrasound, propagation of ultrasound through tissues, and the construction and generation of ultrasound transducers. Discussions of ultrasonographic instruments include doppler, pulse echo devices, and image storage/display media. Covers quality assurance, bioeffects and safety concerns of ultrasonographic imaging. *Prereq.* MTH 4111.

RAD 4131 Abdominal Ultrasonography 1 (3 q.h.)

Introduces the fundamentals of ultrasonographic imaging of major organs of the adult abdomen. Discusses patient preparation, exam protocol and follow-up patient care. Basic scanning techniques along with image recognition of the gastrointestinal, biliary and urinary tracts. *Prereq.* RAD 4304 or RAD 4307 and RAD 4130.

RAD 4132 Echocardiography 1 (3 q.h.)

Introduces the fundamentals of ultrasonographic imaging of the adult cardiovascular system. Discusses cardiac anatomy and physiology, ultrasonographic equipment and operation, scanning positions, M-mode, two-dimensional and doppler echocardiography. *Prereq.* RAD 4304 or RAD 4307 and RAD 4130.

RAD 4133 Obstetrics and Gynecological Ultrasound 1 (3 q.h.)

Introduces the fundamentals of ultrasonographic imaging of structures in the adult female pelvis. Discusses normal pelvic anatomy and physiology, patient exam preparation, equipment operation, scanning protocols and image recognition. *Prereq.* RAD 4304 or RAD 4307 and RAD 4130.

RAD 4134 Pediatric Echocardiography
(3 q.h.)

Introduces the fundamentals of echocardiographic imaging on pediatric patients. Discusses normal anatomy, normal hemodynamics, congenital and acquired pathologies, instrumentation and scanning techniques. Stresses the understanding of ancillary recording modalities and functional assessments. *Prereq.* RAD 4304 or RAD 4307 and RAD 4130.

RAD 4141 Abdominal Ultrasonography 2
(3 q.h.)

Introduces students to advanced principles of ultrasonographic imaging of the adult abdomen. Emphasis on the evaluation of the abdomen for specific diseases. Discusses linkage between medical laboratory test results and ultrasound exam protocols. Recognition of common pathologies of major abdominal structures will be accented. *Prereq.* RAD 4131.

RAD 4142 Echocardiography 2 (3 q.h.)

Introduces advanced principles of ultrasonographic imaging of the adult cardiopulmonary system. Emphasis on developing an understanding of specific exam protocols that will demonstrate precise cardiopulmonary structures. Discusses new state-of-the-art imaging modalities. *Prereq.* RAD 4132.

RAD 4143 Obstetrics and Gynecological Ultrasound 2 (3 q.h.)

Introduces advanced principles of ultrasonographic imaging of the female pelvis. Emphasis on demonstrating selected obstetrical and gynecological diseases and neoplasms ultrasonography. Stresses patient preparation, exam protocol and recognition of normal variants. *Prereq.* RAD 4133.

RAD 4170 Magnetic Resonance Imaging 1
(3 q.h.)

A comprehensive overview of the physics of magnetic resonance imaging. Stresses basic imaging concepts and various techniques associated with MRI exams. Discusses patient screening and necessary safety guidelines required to work in an M.R.I. department. *Prereq.* RAD 4304 or RAD 4307. *Must be a registered (A.R.R.T.) radiologic technologist.*

RAD 4300 Advanced Radiologic Technology 1 (3 q.h.)

Advanced radiographic examinations including mammography, genitourinary, operating room and interventional procedures

are explored. Contrast media, patient considerations, and specialized equipment are also covered. *Prereq.* RAD 4105 and RAD 4107.

RAD 4301 Advanced Radiologic Technology 2 (3 q.h.)

Special procedures including cardiovascular procedures, neuroradiology, and selective interventional studies are explored. Exam methodology, specialized equipment, and contra-indications are also covered. *Prereq.* RAD 4300.

RAD 4302 Contemporary Studies in Radiologic Technology (3 q.h.)

Current topics in medical radiography are discussed and emerging trends explored. Guest speakers will include specialists in the field. *Open only to Radiologic Technology degree candidates.*

RAD 4307 Cross-Sectional Anatomy
(formerly RAD 4304) (3 q.h.)

Introduces regional approach to anatomy. Reviews standard anatomy, with emphasis on relations of organs and structures to transverse and longitudinal section appearance. *Prereq.* BIO 4161-4167.

RAD 4308 Radiation Protection—

Radiobiology (formerly RAD 4306) (3 q.h.) Topics include atomic structure, properties of radioactive materials, units of radiation, long and short-term biological effects, lifespan shortening, radiation in detection and survey instruments, radiographic facilities design, quality assurance principles, resolution of radiation to patients, federal X-Ray standards. *Prereq.* RAD 4107.

RAD 4400 Anatomy of the Head and Neck
(3 q.h.)

Explores anatomy of the head and neck in regional approach. Both standard and sectional anatomy are presented. Topics: brain, orbits, nasal cavity and paranasal sinuses, oral cavity and pharynx, larynx, thyroid and salivary glands; angiology of head and neck. *Prereq.* RAD 4304 or RAD 4307 or consent of instructor.

RAD 4450 Computerized Body Tomography Pathology (3 q.h.)

Studies abnormal anatomy of the neck, thorax, abdomen, and pelvis as demonstrated by computed tomography. Appropriate correlations made to normal anatomic structure. *Prereq.* RAD 4304 or RAD 4307 or consent of instructor.

RAD 4460 Medical Imaging Quality Assurance (3 q.h.)

Establishing, conducting, and interpreting the results of a medical imaging quality assurance program are discussed. Covers basic imaging chain, film characteristics and sensitometry, test equipment and operation, data collection and interpretation. *Prereq.* RAD 4301 or *equiv.*

REAL ESTATE

RE 4301 Real Estate Fundamentals 1 (3 q.h.)

Introduction to the basic principles and terminology of real estate useful in various real estate business practices.

RE 4302 Real Estate Fundamentals 2 (3 q.h.)

Examines practices of real estate brokerage, including real estate appraisal, finance, development, management, and investment. Upon successful completion of RE 4301 and RE 4302, students may take the Massachusetts broker's or salesperson's examination. *Prereq.* RE 4301.

RE 4303 Real Estate Fundamentals (Intensive) (6 q.h.)

Same as RE 4301 and RE 4302.

RE 4305 Real Estate Title Examination (3 q.h.)

Review of the general principles of abstracting and the function of the Registry of Deeds in the real estate business. General principles of title examinations are explored in detail, with attention given to recording deeds and the transfer of title in the conveyance of real estate. The function of the land court and registered land is also treated. Prepares the students for a possible career in title examination and may require field work in the form of activities to be performed at the Registry of Deeds.

RE 4323 Real Estate Appraisal 1 (3 q.h.)

Fundamental survey of the appraisal of single-family residences. Examines city or town neighborhood influences, site evaluation, building diagnosis, depreciation, the various approaches to value, and appraisal report preparation. *Prereq.* RE 4302.

RE 4324 Real Estate Appraisal 2 (3 q.h.)

Specialized overview of the appraisal of income properties. Includes application of the cost, market, and income approaches to apart-

ment buildings and other commercial and industrial properties and of the various methods of capitalization and residual techniques. *Prereq.* RE 4323.

RE 4328 Real Estate Financial Analysis 1 (3 q.h.)

Analysis of how to critically examine and analyze any proposed real estate investment. Explores in detail the financial aspects of acquisition, ownership, and disposition, and considers taxation of investments, forms of property ownership (organization of the venture), analysis of operating statements, financial accounting, use of leverage, "tax sheltered" investments, and special situations. Develops criteria of risk and return on investment (ROI) that should be established by various types of investors. Spreadsheets utilized. *Prereq.* RE 4324 or *instructor's permission.*

RE 4329 Real Estate Financial Analysis 2 (3 q.h.)

Detailed analysis of the risks and rewards of real estate investments and problems involved in financing income properties, using case studies, homework problems, and class discussion and debate. Stresses class participation. *Prereq.* RE 4328.

RE 4330 Real Estate Financial Analysis (Intensive) (6 q.h.)

Same as RE 4328 and RE 4329. *Prereq.* RE 4324.

RE 4341 Real Estate Law 1 (3 q.h.)

Covers private real estate law, including ownership rights in land, leasehold rights, and easements in the land of another; legal forms of ownership; the transfer and acquisition of title and of other interests; recording of deeds, leases, and other instruments; and the landlord-tenant relationship.

RE 4342 Real Estate Law 2 (3 q.h.)

Includes topics such as public real estate law, including government powers, rights, and controls on privately owned real estate; zoning and subdivision controls; conservation controls; taxation of real estate; rent controls; and eminent domain. *Prereq.* RE 4341.

RE 4343 Real Estate Law (Intensive) (6 q.h.)

Same as RE 4341 and RE 4342.

RE 4344 Property Management (formerly Real Estate Management 1) (3 q.h.)

Prepares students for the practical problems of real estate management. Stresses the req-

visite day-to-day management of commercial, industrial, and residential properties as well as the need for a management strategy relating to long-term property values. *Prereq.* RE 4302 or instructor's permission.

RE 4355 Real Estate Instructor Training
(0 q.h.)

This course is recognized by the Massachusetts Board of Real Estate for the purposes of certification by the Massachusetts Board of Real Estate Registration. Participants must have held a Massachusetts Broker's license for a minimum of two (2) years to be eligible. Topics will include techniques for conveying knowledge of real estate principles and practices, including answering questions, presenting alternative points of view, and focusing on student learning outcomes. Potential instructors of real estate will also be exposed to the importance of learning styles, speech patterns and overall presentation of course material. Teaching aides such as audiovisual enhancements will be examined, as will techniques for managing the learning environment effectively. Meets for a total of 30 classroom hours in an intensive seminar format utilizing research projects, classroom presentations and case studies. *Prereq.* RE 4302 or permission of instructor and Massachusetts Broker's license.

RE 4600 Honors Program 1 (4 q.h.)

Opportunity to undertake an in-depth research study project. See page 29 for details. *Prereq.* 96 q.h., 3.5 q.p.a.

RE 4601 Honors Program 2 (4 q.h.)

See RE 4600.

RE 4602 Honors Program 3 (4 q.h.)

See RE 4600.

RE 4701 Independent Study 1 (3 q.h.)

Opportunity to undertake special research. See page 29 for details. *Prereq.* 96 q.h., 3.0 q.p.a.

RE 4702 Independent Study 2 (3 q.h.)

See RE 4701.

RE 4703 Independent Study 3 (3 q.h.)

See RE 4701.

RE 4800 Advanced Tutorial 1 (3 q.h.)

Opportunity to take upper-level course independently. See page 29 for details. *Prereq.* 87 q.h.

RE 4801 Advanced Tutorial 2 (3 q.h.)

See RE 4800.

SPEECH - LANGUAGE PATHOLOGY AND AUDIOLOGY

SLA 4110 Introduction to Speech and Hearing (4 q.h.)

Offers a comprehensive survey of: the profession, normal systems and processes of human communication, language and speech acquisition, and the symptomatology and etiologies of such disorders as: phonology-articulation, child and adult language, voice, stuttering, hearing and deafness, and communication changes related to the aging process. *No prereq.*

SLA 4210 Anatomy and Physiology of Vocal Mechanisms (4 q.h.)

Offers an in-depth study of the static structure, musculature, and physiology of the speech mechanism. *Prereq.* SLA 4110.

SLA 4310 Language Acquisition (4 q.h.)

Analyzes the emerging semantic and syntactical aspects of language in normal and atypical children. Discusses current theory and research in language acquisition. Requires clinical observations of children with normal and atypical language patterns.

SLA 4312 Phonetics and Developmental Phonology (4 q.h.)

Offers basic training in auditory recognition and symbolization of phonemes and allophones in major American dialects. Stresses static and dynamic articulatory descriptions. Also includes a review of the developmental sequences of phonemic. *Prereq.* SLA 4110 and SLA 4210.

SLA 4315 Introduction to Audiology (4 q.h.)

Focuses on the basic techniques of audiometric testing and hearing conservation, including a review of basic hearing sciences and a prepracticum and laboratory experience in hearing testing.

SOCIOLOGY- ANTHROPOLOGY

SOA 4100 Physical Anthropology (3 q.h.)
Introduction to elements of physical anthropology, covering such subjects as primates, fossil humans and evolution, problems of heredity and genetics, race and racial classifications. *Not open to students who have credit for SOC 4010.*

SOA 4101 Cultural Anthropology: Kinship Societies (formerly Pre-literate Societies) (3 q.h.)

Introduction to sociocultural anthropology through the study of societies that have been called "tribal" or "primitive." Examines a range of contemporary societies that have no class structures, their social and cultural institutions, their subsistence strategies, and their efforts to remain independent people today.

SOA 4102 Cultural Anthropology: State Societies (formerly Industrial Societies) (3 q.h.)

Examines the social relations and cultural dynamics in peasant societies. Discusses the transformation of peasants into workers and the patterns of industrialization in the post-colonial world. Addresses issues of cultural diversity and social stratification in industrial societies.

SOA 4103 Anthropology Intensive A (6 q.h.)
Same as SOA 4100 and SOA 4101.

SOA 4104 Anthropology Intensive B (formerly Anthropology Intensive) (9 q.h.)
Same as SOA 4100, SOA 4101, and SOA 4102.

SOA 4105 Anthropology Intensive C (6 q.h.)
Same as SOA 4101 and SOA 4102.

SOA 4110 Human Nature: Myths and Realities (3 q.h.)

This course examines debates about whether or not violence, competition, male dominance, and power struggles are inborn in people, or to what extent they can be documented as social and cultural creations. Cross-cultural data and data from ape and prehuman societies will be used to address the question. *Prereq.* SOA 4100 or SOA 4101 or SOA 4102.

SOA 4146 Peasant Societies in a Changing World (3 q.h.)

Examines changes affecting traditional peasant cultures in the non-Western and Western worlds. Includes the processes occurring in situations involving culture contact, conquest, and colonialism.

SOA 4155 Individual and Culture (3 q.h.)
Focuses on cross-cultural comparisons of the socialization and acculturation of children and adults with respect to roles, values, and personality. Examines theories and methods used in psychological anthropology.

SOA 4160 Gender Roles and the Family (formerly Sex, Sex Roles, and the Family) (3 q.h.)

Analyzes popular and scientific notions about sex and the family by examining the social patterning of interactions in our culture, other cultures, and other species. Emphasizes the changing relationships between men and women.

SOA 4221 Culture and Medicine (3 q.h.)
Perspectives on medicine and health care are rapidly changing. As costs skyrocket, alternatives to "curative" medicine are being sought. Uses an anthropological perspective and draws on the vast amount of cross-cultural literature in exploring the impact of sociocultural factors on the incidence, definition, treatment, and prevention of illness as well as the organization of health services.

SOA 4266 Folklore (3 q.h.)
Focuses on Folklore, art, and song in various societies and how they are studied. Examines contemporary American materials.

SOA 4322 Culture Theory (3 q.h.)
What is culture? How do we explain cultural phenomena, including culture change? This course examines different classical and contemporary theories of culture: Boasian, functionalist, structuralist, marxist, post-structuralist, and postmodernist.

SOA 4325 Cultures of the World (3 q.h.)
Explores cultural differences among peoples in societies around the globe and analyzes how diverse cultural patterns can be studied and described.

SOA 4430 Native North American Peoples (3 q.h.)

Past and present circumstances of a number of native North American peoples are explored.

SOA 4431 African Peoples and Cultures (3 q.h.)

Topics include African geography, prehistory, and culture; the spectrum of societal complexity ranging from Mbuti egalitarianism to Ashanti federation; and the problems of political, economic, and social change in contemporary Africa.

SOA 4434 Latin American Peoples and Cultures (3 q.h.)

Explores the processes of socioeconomic and cultural change in Latin America. Examines a selection of precolonial, colonial, and contemporary societies. For contemporary societies, the focus is on the relationship of local communities (peasant, worker, ethnic) to national cultures and global political and economic structures.

SOA 4470 Religion in Cross-Cultural Perspective (3 q.h.)

Comparative analysis of the rituals, beliefs, and religious institutions of various groups.

SOCIOLOGY

SOC 4010 Principles of Sociology 1 (4 q.h.)

Introduction to basic concepts and theories relating to the study of people as participants in group life. Emphasizes socialization, culture, social structure, primary groups, family, social stratification, and population. *For Alternative Freshman-Year students only. Not open to students who have credit for SOC 4100 or SOC 4101.*

SOC 4011 Principles of Sociology 2 (4 q.h.)

Continuation of SOC 4010. Emphasizes critical analysis of American society with particular attention to problems of social, political, urban, and industrial change. *For Alternative Freshman-Year students only. Not open to students who have credit for SOC 4101 or SOC 4102. Prereq. SOC 4010 equiv.*

SOC 4100 Roles, Culture, and the Individual (formerly Fundamental Issues in Sociology) (3 q.h.)

Examines basic theoretical perspectives, research methods, and concepts of sociology, including society, status and role, socialization, and social groups. *Not open to students who have credit for SOC 4010.*

SOC 4101 Inequality and Institutions

(formerly The Individual and Social Roles) (3 q.h.)

Examines how an individual's experience in society is shaped by cultural institutions and beliefs, and structures of interaction. Topics include patterns of deviance (crime, drugs), gender roles, and sexuality. *Not open to students who have credit for SOC 4010 or SOC 4011. Prereq. SOC 4100 or equiv.*

SOC 4102 Institutions and Social Change (formerly Critical Issues Facing Society)

(3 q.h.)

Examines important social factors, including business and industry, population and ecology, science and technology, class, and race and ethnic relations. *Not open to students who have credit for SOC 4011. Prereq. SOC 4100 or equiv.*

SOC 4103 Introduction to Sociology

Intensive A (formerly Sociology Intensive) (9 q.h.)

Same as SOC 4100, SOC 4101, and SOC 4102.

SOC 4104 Introduction to Sociology
Intensive B (6 q.h.)

Same as SOC 4100 and SOC 4101.

SOC 4120 Sociology of Boston (3 q.h.)

The city is a laboratory for exploring the people's search for a lifestyle and the satisfaction of their needs. The city of Boston from the perspectives of environmental development, neighborhood and intergroup relations, institutional services, and symbolic meanings. Includes field trips with workbook and requires use of documentary and literary sources for term paper report. *Does not meet elective requirements for Sociology-Anthropology major.*

SOC 4125 Social Problems (3 q.h.)

Contemporary American social problems and the application of sociological concepts, methods, and principles to these problems are explored.

SOC 4147 Urban Life (formerly Urban Sociology) (3 q.h.)

Topics include various causes, characteristics, and effects of urbanization in several different cultures. Gives specific attention to the problem of urban and suburban living and the changing structure of the city.

SOC 4154 Sex and Gender Roles in Society (formerly Sex in Society: The Study of Sex Roles) (3 q.h.)

Explores historical and contemporary developments, examining the ways in which men's and women's changing roles are related to society at large.

SOC 4155 Family Relations (formerly Sociology of the Family) (3 q.h.)

Studies the family as a social institution in several selected cultures; family interrelations with political, economic, and educational institutions; and the changing nature of the family.

SOC 4156 Violence in the Family

(formerly Sociology of the Family 2) (3 q.h.) Examines physical, emotional, and sexual violence that occurs in families, emphasizing child and spouse abuse. Analyzes definitions, prevalence, causes, prevention, and treatment of specific cases of violence. Primary focus is on social and policy issues and problems of legal intervention.

SOC 4170 Race and Ethnic Relations (3 q.h.)

Focuses on relationships among various racial, national, cultural, and religious groups, emphasizing the development of black-white relationships in American society. Also covers the problems of contemporary minority peoples in American and other societies.

SOC 4175 Work and Professions (formerly Sociology of Work) (3 q.h.)

Explores the world of work, focusing on the development of occupational cultures, the nature of careers, and the meanings and implications of professionalization. Students are encouraged to do a project on a career they are considering or one in which they have had practical experience.

SOC 4177 Gender in the Workplace (3 q.h.)

This course is designed to present an interdisciplinary exploration of issues related to gender differences and equality in the workplace. It is structured into three sections—theory, history, and policy—to provide real world and diverse perspectives on the subject. Topics to be discussed include women's voice, gender psychology, gender and historical analysis, race and gender, education and professionalism, comparable worth, the men's movement, the glass ceiling, leadership and management styles, among others.

SOC 4178 Cultural Diversity in the Workplace (3 q.h.)

A study of multiculturalism and diversity at work by focusing on issues such as changing workforce composition, international competition, sexism, racism, ageism, and nationalism.

SOC 4185 Deviant Behavior (formerly Sociology of Deviant Behavior) (3 q.h.)

Topics include a variety of social problems and their relation to the organization of society. Pays particular attention to alcoholism, sexual offenses, drug abuse, mental disorders, and other responses to conditions of urban industrial society.

SOC 4186 Social Control (3 q.h.)

Discusses group membership as a determinant of behavior, including analysis of status and role, patterns of authority, power, and group ideology as factors in the evaluation of conduct.

SOC 4190 Juvenile Delinquency (3 q.h.)

Emphasis on factors involved in juvenile delinquency and their implications for prevention, rehabilitation, and treatment.

SOC 4195 Drugs and Society (3 q.h.)

Introduction to the sociology of drugs. Examines social definitions of drugs, conditions of their use, and socialization into drug use. Considers deviant drug use and effects of social control on definitions and use. A range of licit and illicit drugs is considered.

SOC 4202 Sociology of Drinking (3 q.h.)

Exploration of how different groups and societies organize drinking as a social act, and the consequences of that organization. Covers the cultural meaning assigned to drinking, the social elements found in all drinking situations, how members of social groups learn how to drink, and the social and psychological functions of drinking.

SOC 4203 Sociology of AIDS (3 q.h.)

Studies the emergence of HIV and AIDS, the transmission of the disease, and the various effects of the disease on individuals. Also explores government and media reactions to AIDS, racism and homophobia in the public's response to AIDS, and the "moral status" of the disease.

SOC 4205 Law and Society (3 q.h.)

Topics include functions of law in modern society; legislation, litigation, and adjudication as social processes; the legal profession, the courts, and the administration of justice; laws and judicial decisions on controversial social issues; and laws regulating domestic, industrial, and other major social relationships.

SOC 4215 Medical Sociology (3 q.h.)

Examination of sociological concepts and research relating to patterns of behavior in the areas of health and disease. Emphasizes the family, community, medical organizations, class, and status as social subsystems related to the field of health.

SOC 4225 Social Gerontology (3 q.h.)

Analyzes issues and questions of aging, with special attention to social and economic consequences of the aging process, such as retirement and productivity, health care problems, nursing home residences, widower- and widowhood, and the approach of death. Gives examples relating to aging in other cultures in a search for new answers to social problems of aging in the United States. Discusses how to anticipate, cope with, and even prevent problems of aging that concern self, family, and clients or patients.

SOC 4226 Work, Leisure and Aging (3 q.h.)

Includes discussion of theory and practice of leisure time activities as they relate to the older adult. Examines the social, cultural, and economic aspects of work, including housework, and the meaning of leisure. Explores various types of leisure activities and resources as well as how to build skills and design and implement activities.

SOC 4235 Death and Dying (3 q.h.)

Examines the treatment of death and dying, including problems faced by health care professionals, family members, institutions, the funeral industry, and the dying themselves. Covers cross-cultural perspectives, the social distribution of mortality, the changing nature of death, and the ethical problems in determining life and death with particular attention to such issues as abortion, suicide, and ceasing medical intervention.

SOC 4240 Sociology of Human Service Organizations (3 q.h.)

Explores the contradiction between what human service organizations set out to do and what they actually accomplish. Includes

how human service organization goals are defined, how clients become labeled, and the societal constraints placed on clients, workers, and the organizations.

SOC 4241 Human Services Professions (3 q.h.)

Covers human services, viewed from the perspectives of the recipient, the worker, and the society at large. Includes analysis of why they are needed, how agencies and programs have developed, and the basic skills, attitudes, values, and knowledge required of the human service worker today.

SOC 4245 Poverty and Inequality (formerly Sociology of Inequality) (3 q.h.)

Historical analysis of American class and ethnic differences, drawing on comparisons with other countries. Includes critical evaluation of sociological research and theories relating to the causes and effects of poverty and societal responses to it. Suitable for students in applied fields, such as nursing, criminal justice, education, allied health, pre-med, and pre-law.

SOC 4255 Sociology of Sport (3 q.h.)

Topics include games and sport from a sociological perspective, with particular reference to contemporary American society. Includes the role of play in modern society, the social organization of specific games and sports, and the relation of organized sport to the larger society.

SOC 4260 Introduction to Social Work Practice (3 q.h.)

Explores the functions of the helping profession of social work, its settings and methods. Covers specific techniques, such as interviewing, history-taking, and recording skills.

SOC 4276 Popular Culture (3 q.h.) (formerly Sociology of Popular Culture)

Significance of expressions of popular culture, such as film, television, music, and literature is explored. Examines media production, organization, technology, and audience consumption. Also covers the relationship between popular culture and existing socio-economic institutions.

SOC 4300 Social Theory 1 (3 q.h.)

Historical survey of sociological theorists, including the work of de Tocqueville, Comte, Marx, Durkheim, and Cooley. *Prereq. Instructor's permission or 12 q.h. in Sociology-Anthropology.*

SOC 4301 Social Theory 2 (3 q.h.)

Covers major theoretical issues in sociology. Discussion concentrates on systematic questions and topics rather than on particular theorists, but material is drawn from such theorists as Weber, Simmel, Thomas, Mannheim, Merton, and Parsons. *Prereq.* SOC 4300 or *equiv.*

SOC 4302 Social Theory 3 (3 q.h.)

Seminar focuses on questions of theoretical interest, such as the problem of order, the problem of change, and the role of the individual in change. Students present papers in class. *Prereq.* SOC 4301 or *equiv.*

SOC 4303 Social Theory (Intensive) (9 q.h.)

Same as SOC 4300, SOC 4301 and SOC 4302. *Prereq.* Instructor's permission or 12 q.h. in *Sociology-Anthropology*. Not open to students who have credit for SOC 4300, SOC 4301, or SOC 4302.

SOC 4310 Class, Power, and Social Change (3 q.h.)

Discusses theories of social equality and inequality as applied to the exercise of power and to the growth and development of social movements and group conflict. Takes a large-scale, social-change point of view.

SOC 4320 Statistics for Social Sciences (3 q.h.)

Designed for criminal justice, history, political science, and sociology majors, this course studies the uses of statistics. Covers methods of tabulating, presenting, and summarizing data including probability, sampling, the basic descriptive and inferential statistics including measures of central tendency, measures of correlation, and test of significance. (Not open to students who have completed SOC 4332.) *Prereq.* MTH 4111.

SOC 4331 Research Methods:

Generating and Investigating Research Problems (formerly Research Methods 1: Generating and Investigating Research Problems) (3 q.h.)

Designed for criminal justice, history, political science, and sociology majors, this course explores fundamental concepts for generating and investigating research problems. Examines methods for basic and applied research. Emphasizes theory construction and includes data gathering, using research techniques such as interviews, questionnaires,

observation and content analysis. Examines issues of measurement and causal reasoning. Students design a small study. *Prereq.* SOC 4320.

SOC 4333 Advanced Research Methods (formerly Research Methods 3: Doing Social Research) (3 q.h.)

Students complete the study designed in SOC 4331 focusing on the design, execution, analysis, and reporting of the investigation. Focuses on ethics and politics of research and interrelationship of social action, social research, and theory building. Culminates with the presentation of research papers. *Prereq.* SOC 4331.

SOC 4805 Field Work in Sociology (6 q.h.)

Designed to enhance career development by allowing students to earn credit for the application of their academic backgrounds to practical problems in the workplace. See page 29 for details. *Prereq.* completion of 15 q.h. in *Sociology* and Program Director's approval.

SOC 4815 Advanced Tutorial 1 (3 q.h.)

Opportunity to take an upper-level course independently. See page 29 for details. *Prereq.* 87 q.h.

SOC 4816 Advanced Tutorial 2 (3 q.h.)

See SOC 4815.

SOC 4820 Honors Program 1 (4 q.h.)

Opportunity to undertake an in-depth research study project. See page 29 for details. *Prereq.* 96 q.h., 3.5 q.p.a.

SOC 4821 Honors Program 2 (4 q.h.)

See SOC 4820.

SOC 4822 Honors Program 3 (4 q.h.)

See SOC 4820.

SOC 4830 Independent Study 1 (3 q.h.)

Opportunity to undertake special research. See page 29 for details. *Prereq.* 96 q.h., 3.0 q.p.a.

SOC 4831 Independent Study 2 (3 q.h.)

See SOC 4830.

SOC 4832 Independent Study 3 (3 q.h.)

See SOC 4830.

SPECIAL EDUCATION
(See CRS, page 185)

TECHNICAL COMMUNICATIONS

TCC 4101 Technical Writing 1 (3 q.h.)

Introduction to basic technical writing skills, emphasizing selecting and organizing data. Includes audience analysis, research techniques, and descriptions of objects, mechanisms, and processes. Provides practice in descriptive writing, classification and definition, paragraphing, and preparing technical documentation outlines. Includes frequent technical writing exercises and projects applicable to both software and hardware writing tasks. *A writing proficiency test is given at the first class meeting.*

TCC 4102 Technical Writing 2 (3 q.h.)

Application of the information gathering, organizational, and technical writing skills acquired in TCC 4101 to more advanced projects. Extensive practice in formatting, organizing, writing, and editing technical reports. *Prereq. TCC 4101.*

TCC 4103 Technical Writing (Intensive)

(6 q.h.)

Same as TCC 4101 and TCC 4102. *A writing proficiency test is given at the first class meeting.*

TCC 4105 Editing for Science and Technology (3 q.h.)

Covers fundamentals of editing as they apply to scientific, technical, and engineering writing. Examines the role of the editor in business, industry, and the sciences; basic editorial services such as proofreading, copy and content editing, production editing, and project editing; analysis and critique of manuscripts; work with authors; the editor as writer and interviewer; and science interpretation and technical translation. Accelerated work for students already skilled in spelling and grammar. *Prereq. TCC 4101 or instructor's permission.*

TCC 4106 Advanced Editing for Science and Technology (3 q.h.)

Continuation of TCC 4105. *Prereq. TCC 4105.*

TCC 4110 Technical-Promotional Writing (3 q.h.)

Explores structure, style, and graphic presentation of technical-promotional writing in a high-tech environment. Students are trained to combine technical knowledge and writing skills in developing quality technical

brochures, articles, product catalogs, demonstration kits, slide presentations, and video scripts. *Prereq. TCC 4101, TCC 4102, or instructor's permission.*

TCC 4301 Computer Software Technical Writing 1 (3 q.h.)

Introduction to the tasks and problems unique to software technical writing. Includes review of fundamental software concepts, the role and importance of software documentation, component parts of software technical manuals and their purposes, tutorial and reference functions of manuals, research tools for manual writing, and the writing process itself. *Prereq. TCC 4101 and MIS 4115 or instructor's permission.*

TCC 4302 Computer Software Technical Writing 2 (3 q.h.)

Continuation of TCC 4301. *Prereq. TCC 4301.*

TCC 4303 Seminar in Software Technical Writing (3 q.h.)

An advanced case-study seminar on contemporary problems in technical writing for the working or prospective writing professional. Emphasizes integrating the viewpoint of the software developer with the task-oriented needs of the end-user. Includes system manual design; computer design; modularity; and system evolution. *Prereq. TCC 4302 or instructor's permission.*

TCC 4304 Computer Software Technical Writing (Intensive) (6 q.h.)

Same as TCC 4301 and 4302. *Prereq. TCC 4101 and MIS 4115 or instructor's permission.*

TCC 4311 Instruction Manual Writing 1 (formerly Hardware Technical Manual Writing 1) (3 q.h.)

Introduction to the fundamentals of technical manual writing, including the theory and practice of manual design, organization, and content. Covers copyright law, product liability, graphic design, readability, manual specifications and standards, illustrations, and reproduction techniques. Emphasizes hardware operations manuals. Includes individual and class design and writing projects. *Prereq. TCC 4101 and TCC 4102.*

TCC 4312 Instruction Manual Writing 2 (formerly Hardware Technical Manual Writing 2) (3 q.h.)

Application of skills acquired in TCC 4311 to an entry-level technical manual writing project. Students elect individual or group

writing and production projects for high-technology equipment or systems lacking adequate documentation. Includes instruction in writing safe, legible operating instructions and descriptions of installation procedures, principles of operation, and maintenance. Also covers manual changes and updates. *Prereq.* TCC 4311 or instructor's permission.

TCC 4313 Instruction Manual Writing Intensive (6 q.h.)

Same as TCC 4311 and TCC 4312. *Prereq.* TCC 4101 and TCC 4102.

TCC 4320 Proposal Writing (3 q.h.)

Background in the preparation of proposals, including how to analyze a request for proposal or bid set. Introduces the various types of proposals generated by industry and provides an opportunity to prepare a proposal in a simulated situation, through role playing and participation on a proposal preparation team. Includes considerable analysis and writing practice. *Prereq.* TCC 4102 or instructor's permission.

TCC 4330 The Business and Technical Presentation (3 q.h.)

Application of the principles of technical communication to audiovisual presentations. Includes audience analysis, techniques of organization, script preparation, media selection, the design and production of visuals, the influence of physical factors on communication, and the elements of effective delivery. Participants prepare and deliver presentations and receive video playback and peer critiques.

TCC 4335 Introduction to On-line Documentation (formerly Introduction to Hypertext Development) (3 q.h.)

Designed to give students essential background in developing field of hypertext. Topics include theory and practice, authoring systems, hypermedia topologies and user navigation, hypermedia path mechanisms, and hypertext-based writing tools. *Prereq.* TCC 4101 and 4102.

TCC 4336 Medical Writing (3 q.h.)

Focuses on the scope of medical communications, the role of technology and the medical communicator, patient education, clinical trial reporting, technical/legal issues such as FDA and UL approvals, pharmaceutical writing, and medical editing. *Prereq.* TCC 4101 and 4102.

TCC 4337 Writing for the Biotechnology Industry (3 q.h.)

Examines technical communication in the field of biotechnology, including the areas of health care, agriculture, and industrial "bioprocessing." Explores the role of the biotechnology technical communicator in areas such as marketing and business communication. Covers documentation common in the research, development, and marketing of new products. Provides practice in structuring information into formats such as research articles, development proposals, protocols and instructions, and technical briefings with emphasis on audience analysis as well as content and purpose. Introduces stylistic conventions standard in the life sciences. Integrates documentation planning and project management into the product development cycle.

TCC 4340 Documentation Development and Completion (formerly Technical Writing Portfolio Development) (3 q.h.)

In this final course before graduation, students apply organizational and communications skills acquired in the technical writing program. Each student is responsible for finding a "real-world" product that needs technical documentation. Working with the instructor, the student then develops the documentation from an initial outline to a final completed manual that will be used with the product. (*Not a regularly scheduled course. Students must contact Liberal Arts Office to register to work with an instructor.*)

TCC 4350 Concepts of Modern Technology 1* (3 q.h.)

Surveys applications of physical science to mechanical devices and introduces the laws of thermodynamics. Considers the influence of material properties on design and manufacturing techniques. *Prereq.* MTH 4006 or equiv.

TCC 4351 Concepts of Modern Technology 2* (3 q.h.)

Surveys applications of physical science to electrical and electronic devices and introduces electronic circuit design. Includes a comparison of various devices used for amplification and control, and a study of the development of the electronic digital computer and the components involved in the manufacture of computers. *Prereq.* TCC 4350.

**This is a Lowell Institute, School of Engineering Technology course, which is offered at a different tuition rate from that of University College.*

TCC 4802 Advanced Tutorial 1 (3 q.h.)
Opportunity to take an upper-level course independently. See page 29 for details. *Prereq.* 87 q.h.

TCC 4803 Advanced Tutorial 2 (3 q.h.)
See TCC 4802.

TCC 4805 Field Work in Technical Communications (6 q.h.)

Designed to enhance career development by allowing students to earn credit for the application of their academic backgrounds to practical problems in the workplace. See page 29 for details. *Prereq.* completion of 18 q.h. in *Technical Communications and Program Director's approval.*

THEATRE (formerly Drama)

THE 4101 Introduction to Theatre
(formerly DRA 4101) (3 q.h.)

How a theatrical performance is made through the eyes of those who make it: writers, producers, actors, designers, and audience. Designed to increase the student's awareness of theatre as a business as well as to provide a basis for enjoyment of theatre as an art form dealing with ideas and emotion. Visits to local theatres and viewing of performances in the Boston area. Guest lectures by practicing professionals. Cost of theatre tickets not included in tuition.

THE 4120 Acting for the Non-Actor
(formerly DRA 4120) (3 q.h.)

Shakespeare said "All the world's a stage..." We are all actors in our private and professional lives. Basic acting principles and performance experiences can benefit anyone who interacts with other people. This course deals with stress, relaxation, presentation of self, status in relationships, and performance anxieties. Acting exercises assist the student in finding methods for dealing comfortably and positively with real-life situations.

THE 4140 Introduction to Acting 1
(formerly DRA 4140) (3 q.h.)

Physical preparation for the actor, including basic stage movement and deportment, control of the stage voice, analysis and establishment of characterization through observation and awareness of the body, and improvisations and short scenes.

THE 4141 Introduction to Acting 2
(formerly DRA 4141) (3 q.h.)

Psychological preparation for the actor, including analysis and establishment of characterization through memory, emotion, imagination, and recall; analysis of specific roles; the creation of a character analysis book; and improvisations and short scenes. *Prereq.* THE 4140 or instructor's permission.

THE 4145 Auditioning for the Stage
(formerly DRA 4145) (3q.h.)

Focuses on techniques, approaches, and attitudes that assist the actor in the casting process. Preparation for and presentation of monologues. *Prereq.* THE 4141 or instructor's permission.

THE 4150 Introductory Mime Workshop
(formerly DRA 4150) (3 q.h.)

In-depth introduction to mime, featuring illusionary technique, silent acting, and the creation of material for mime theatre.

THE 4250 Theatre Movement
(formerly DRA 4250) (3 q.h.)

Deals with relaxation, concentration, and the use of the body as a means of communication.

THE 4260 Voice Production

(formerly DRA 4260 Theatre Speech) (3 q.h.)
Focuses on breathing, vocal technique, and articulation.

TRANSPORTATION

TRN 4301 Elements of Transportation (formerly Elements of Transportation 1) (3 q.h.)
Introduction to regulatory, economic, and management aspects of transportation. Covers concerns of shipping industry, government, and carriers. Includes history of cost, rate-making, operations, entry, mergers, and intercity passenger and cargo carriage. Essential to students in business, law, or government.

TRN 4302 Introduction to Logistics (formerly Physical Distribution Management 1) (3 q.h.)

Introduction to the logistical role in the business structure. Focus is on time and place utility for distribution of goods. Covers transportation alternatives, inventory control, warehousing, location factors and customer service levels. Contemporary texts and, where appropriate, cases are used.

TRN 4304 Advanced Logistics (formerly Physical Distribution Management 2) (3 q.h.) Analyzes in greater depth the role and activities of those involved in business decision making, emphasizing the transportation planning, setting customer standards and locations decisions in the design and operation of distribution systems. Contemporary texts, problems and appropriate cases are used. *Prereq.* TRN 4302.

TRN 4305 Traffic Management (formerly Traffic Management 1: Rates and Tariffs) (3 q.h.)

Includes the interpretation and use of tariffs. Examines classifications, rate scales, tariff rules, rate-making procedures, and ICC law and practice. *Prereq.* TRN 4301.

TRN 4316 Carrier Management (3 q.h.)

Explores the transportation system from the carrier viewpoint. Covers managerial response to a heavily regulated and rapidly expanding environment. Includes carrier decision-making involving routes, scheduling, financing, and pricing of services.

TRN 4325 Management of Warehouse Operations (3 q.h.)

Management of warehouses is analyzed. Includes site selection, construction, finance, operations, measurement of performance, and warehouse technology.

TRN 4342 Transportation Loss, Damage and Other Claims (3 q.h.)

Covers rules, regulations, and other pertinent elements of transportation claims resulting from the loss or damage of cargo, overcharges and undercharges, and related carrier and shipper activities.

TRN 4350 International Transportation and Distribution Management (3 q.h.)

Examines the safe and efficient overseas transportation of products by air or water. Covers

major indirect supporting business and agencies involved in the international movement of people and goods.

TRN 4600 Honors Program 1 (4 q.h.)

Opportunity to undertake an in-depth research study project. See page 29 for details. *Prereq.* 96 q.h., 3.5 q.p.a.

TRN 4601 Honors Program 2 (4 q.h.)

See TRN 4600.

TRN 4602 Honors Program 3 (4 q.h.)

See TRN 4600.

TRN 4701 Independent Study 1 (3 q.h.)

Opportunity to undertake special research. See page 29 for details. *Prereq.* 96 q.h., 3.0 q.p.a.

TRN 4702 Independent Study 2 (3 q.h.)

See TRN 4701.

TRN 4703 Independent Study 3 (3 q.h.)

See TRN 4701.

TRN 4800 Advanced Tutorial 1 (3 q.h.)

Opportunity to take upper-level course independently. See page 29 for details. *Prereq.* 87 q.h.

TRN 4801 Advanced Tutorial 2 (3 q.h.)

See TRN 4800.

Tuition and Fees

Tuition

Tuition for most credit courses is \$175 per quarter hour of credit. Charges for registration and tuition for special courses are at the rate specified for each course, with the exception of theatre and nontutorial courses. There is no reduction in fees for auditing courses.

Noncredit courses are charged at quarter-hour rates comparable to those of credit courses meeting on an equivalent contact-hour schedule.

All charges are due prior to the beginning of each quarter, unless other arrangements have been made with the Bursar's Office. The following are accepted methods of payment:

- Check or money order in U.S. dollars made payable to Northeastern University. Payment should be mailed with the top portion of your invoice.
- Mastercard, Visa, Discover, and American Express payments may be made by calling our 24-hour automated charge line (1-617-373-2319 or outside the 617 area code, 1-800-937-4067).
- Enrollment to one of our Payment Plan Options.
- Funds may be wired directly to the university's bank for deposit to a student's account. Funds should be wired to:

Fleet Bank
1 Federal Street, Boston, MA 02211 U.S.A.
Account #500771431, ABA #0110 0020 6
Student's Name and Account Number

Students are responsible for the prompt payment of all bills. If a bill has not been received by the first week of the quarter, please go to the Bursar's Office (254 Richards Hall) where a bill will be created for you.

Any discrepancies in your bill should be brought to the attention of the Bursar's Office. If there is a billing problem, pay the undisputed portion of the bill to avoid any additional late fees.

Tuition for Courses in Other Northeastern Departments or Colleges

University College students assigned to courses in other departments or colleges of the University are charged the tuition rate effective in the departments or colleges in which they are enrolled.

Initial Registration Fee

A nonrefundable \$10 registration fee for first-time University College students is billed along with tuition and applicable fees.

Financial Aid/Anticipated Funds

Approved financial aid is applied directly to a student's account. The entry will appear as a credit on the billing statement and will reduce the current term balance due. Any anticipated funds appearing on the statement of account will reduce the current term's balance, but may require further action on the part of the student. If anticipated funds are not reflected on the statement of the account, we recommend that the student contact the sources of these funds to insure that any necessary information is received.

This would then allow any funds that have been held up to be disbursed to your student account.

Three Payment Option

All Part-Time Programs and Graduate Schools

Northeastern University offers Three Payment Options beginning each quarter. To participate, applications and the initial required payment must be received by the Bursar's Office **no later than the Saturday of the first week of the quarter**. The application is enclosed in the first invoice, if the student pre-registers for courses. Students who do not pre-register for courses must contact the Bursar's Office directly before the application and initial payment deadline. Once the student is activated on this plan, payment vouchers are mailed to the student for the balance of the contract amount. There is a fee associated with this option, as well as late charges if the student fails to make payment at specific due dates.

Information regarding this plan may be obtained at the Bursar's Office. Call 617-373-2270 or TTY 617-373-3881.

Tuition Reimbursement

Many companies reimburse the student/employee upon successful completion of courses. In these situations the student is responsible for the payment of the bill at the beginning of the quarter or may select to use the Three Payment Option Plan. **Tuition may not be left unpaid pending reimbursement by an employer.**

Tuition Paid for by Employers

The student must provide the Bursar's Office with a purchase order or a statement from an officer of the company certifying that the company will pay the University directly. If there are stipulations associated with the payment agreement, such as a minimum grade level, then the student must either pay the University directly or enroll in the Three Payment Option.

Late Fees and Other Charges

A late payment fee will be assessed to all accounts for failure to make payment in accordance with the prescribed regulations.

Any account that goes into default may be charged collection costs and attorney's fees as incurred by the University, and may be subject to monthly interest charges.

Billing Rights Summary

If an entry on your bill is incorrect or you need more information about a transaction on your bill, write us at the correspondence address above within 30 days. You can telephone us, but doing so will not preserve your rights.

In your letter please include the following information:

- A. Your name and Northeastern student account number
- B. The dollar amount or date of the suspected error
- C. Describe the error and explain, if possible, why you believe there is an error.

If you need more information, describe the item about which you are unsure. You do not have to pay any disputed amount, but you are still obligated to pay the undisputed amount by the due date.

Delinquent Balances

In cases of student default on tuition payments, the student is liable for the outstanding tuition, as well as all reasonable collection costs and any legal fees incurred by the University during the collection process.

Transcripts and other academic records will not be released until all financial obligations to the University have been met.

Veterans' Benefits

Any veteran covered by Public Law 89-358 should report to 126 Hayden Hall to fill out the proper enrollment forms.

Credit Policy

Tuition credits are granted for withdrawals from the University through the first four weeks of a quarter only when specific conditions are met. Credits are granted based on the date that the official withdrawal was processed at the Registrar's Office. **NON-ATTENDANCE DOES NOT CONSTITUTE OFFICIAL WITHDRAWAL.** Requests for refunds must be made to the Office of the Bursar.

Official Withdrawal Filed Within	Percentage of Tuition Credit
First week of the quarter	100%
Second week of the quarter	75%
Third week of the quarter	50%
Fourth week of the quarter	25%
Fifth week of the quarter	0%

Payment option and credit policies vary on some courses (4, 5, 6 week intensives, workshops, special sequence courses) and special programs. If you are unsure about a course you're taking contact the Bursar's Office.

Low Rate for Intensives

University College offers a selection of six-quarter-hour courses. Intensives running on Friday evenings and Saturdays will be offered at a special reduced tuition rate of \$850 (\$200 less than the normal tuition). Intensives running Mondays through Thursdays will be offered at the special reduced rate of \$950 (\$100 less than the normal tuition). Check the current *Schedule Guide* for a list of these courses.

Fees

Student Center Fee

All students in University College on the Huntington Avenue campus are charged \$8.25 each quarter for the services available in the Student Center.

Laboratory Fees

Students taking laboratory courses will be charged for laboratory cards. The laboratory card fee will be applied to your tuition bill. Rates for the lab cards are as follows:

Art Studio Labs	\$35.00	Geology	\$50.00
Biology Laboratory	\$50.00	Medical Lab Science/	
Computer Graphics Lab	\$50.00	Phlebotomy	\$35.00
Chemistry Laboratory	\$65.00	Photography Lab	\$50.00

Special Rates

Nursing courses and the EMT Basic course are offered at special rates. Please consult the current *Schedule Guide* for those fees.

Music students enrolled in music instruction pay a special rate. For details contact Marjorie Atlas, University College Music Coordinator, 351 Ryder Hall, telephone 617-373-2440 or 617-373-2442.

Health Service Waiver Process

The University provides hospital insurance for all students who have matriculated, and are carrying a course load of nine credits or more or who are in a full-time program. This program is mandated by the Commonwealth of Massachusetts. You will be enrolled automatically in the University's plan, and the Health Fee will be charged to your Northeastern account.

Students who are covered under a comparable hospital insurance plan may waive the University-offered insurance program by filing a waiver available at the Bursar's Office. Forms must be filed with the Bursar's Office, 254 Richards Hall 617-373-2270, by the deadline dates.

Student Liability Insurance Fee

Students taking specific clinical or practicum courses are required to purchase liability insurance for an \$18.00 fee which covers one academic year, fall term through summer term. This requirement is specified in course descriptions.

Missed Final Examination Fee

Students absent from the regularly scheduled final examination at the end of a course may petition for a missed final examination. The fee for each examination requested by the student is \$50. The fee must be paid when the petition is filed in the Office of Academic and Student Affairs.

Transcripts

To obtain an official transcript, students (and alumni/ae) must send a check in the amount stipulated by the Office of the Bursar, mailing instructions, and a disclosure waiver, if necessary, to the transcript office at 117 Hayden Hall. To request a transcript in person, first obtain an official receipt from the Office of the Cashier at 248 Richards Hall; then present the receipt and a valid photo ID at 117 Hayden Hall. Telephone and fax requests are not accepted, and no transcripts can be faxed from the University. Currently enrolled students can obtain unofficial transcripts in person from the student information kiosks located around campus. Students not currently enrolled can obtain an unofficial transcript in person only by presenting a valid photo ID at 117 Hayden Hall.

Financial Aid

The Office of Financial Aid, located at 356 Richards Hall, offers several types of assistance to part-time and full-time University College students. All awards are based on financial need. Aid granted from programs sponsored by the federal or state government is dependent upon the amount of funding allocated to Northeastern University. Federal regulations require that students who receive financial aid funds be United States citizens or permanent residents.

Application Procedure

All students applying for aid must submit a Free Application for Federal Student Aid (FAFSA) to the Federal Student Aid Programs. Upon receipt of the FAFSA, the processor will analyze the information and send to the student a Student Aid Report (SAR). If the information on the SAR is correct, the student should keep the SAR for their records.

Northeastern University also requires its students to complete an Institutional Application. The Institutional Application will provide your counselor with additional information that is not on the FAFSA.

Federal regulations require that students submit a Financial Aid Transcript (FAT) from each school they have previously attended to the Office of Financial Aid at Northeastern University before they can receive financial aid. This is required even if aid was not received at the other institution(s). If your transcript indicates you are in default on a loan or you owe a refund, you will be ineligible for all types of financial aid until this status is cleared.

All application materials are available at the Office of Financial Aid. Students should begin the application procedure **at least twelve weeks** before the start of the quarter in which they plan to enroll. Students must apply for financial aid each academic year.

In order to be eligible for financial aid, students must be admitted into a degree program prior to the beginning of the academic quarter for which they are interested in receiving financial aid. Students admitted after the start of the quarter will not be eligible for aid until the next academic quarter. Students not yet admitted into a degree program are advised to contact the University College Office of Academic and Student Affairs, 180 Ryder Hall, (617) 373-2400.

Satisfactory Academic Progress

For all students who are receiving financial aid for the first time on or after July 1, 1987, satisfactory academic progress will be determined based on having achieved a 2.0 QPA after the completion of the second grade level and maintaining that minimum until completion of the degree. Students not achieving a 2.0 QPA or dropping below that minimum after their second grade level will not, by Federal law, be eligible for financial aid.

Financial Aid Programs

Financial aid to students is offered in the form of loans and grants. The following programs are available:

• Federal Pell Grants

Based on a student's financial information, a student may be eligible for a Federal Pell Grant. A student with a first bachelor's degree is not eligible for a Federal Pell Grant. Approximately six weeks after a student has filed the FAFSA, the Federal Pell Grant Processor will send the student a Student Aid Report (SAR). The SAR will indicate whether or not the student may qualify for a Federal Pell Grant.

If eligible for a Federal Pell Grant, the amount of the grant will vary depending upon the number of quarter hours a student is enrolled in for each quarter.

• Federal Stafford Loan Program

The Federal Stafford Loan Program enables a student to borrow a maximum of \$2,625 during the freshman academic year, \$3,500 during the sophomore year, and \$5,500 for subsequent years from a participating bank or other financial institution. The federal government pays the interest while the student is in school. This loan must be repaid. The legal maximum loan limit for undergraduate students is \$23,000.

Eligibility to participate in the Federal Stafford Loan Program is based on need in accordance with federal regulations. Students must be admitted into a degree program and enrolled in at least a half-time (6 quarter hours per quarter) basis in order to be eligible for this loan.

In order to have a loan processed by the Financial Aid Office, a student must have a complete financial aid application on file, have received a letter of eligibility from our office, and have submitted a Federal Stafford Student Loan Application. Applications for the loan are available from local lending institutions and the Office of Financial Aid.

Repayment of the loan usually begins six months after a student withdraws, graduates from an educational institution, or ceases to carry at least a half-time course load. The repayment period may be as long as ten years. The amount of the payments depends upon the size of the debt, but must be at least \$50 per month.

Repayment on loans may be deferred under certain circumstances. For details, contact your lender.

Students who borrow funds through this program must report any of the following changes to their lenders:

- withdrawal from school;
- transfer to another school;
- reduction of course load to less than half time;
- change of address or parents' address; and
- change of name.

Students who do not show financial eligibility for the Federal Stafford Loan may qualify for the **Unsubsidized** Stafford Loan. This loan has the same interest rate, repayment terms, etc., but the student must pay interest while in school or may defer it and the accrued interest will be added to the principal.

Additional information about financial aid is available from the Office of Financial Aid, 356 Richards Hall, 617-373-3190.

All federal financial aid programs are subject to change depending on adequate and continuing federal support.

• State Scholarships

Eligibility for state scholarships is based on need and is determined by the Scholarship Office in each state. If you completed a FAFSA, you will receive a separate letter from your State Scholarship Office notifying you of your eligibility. In order to be eligible for a state scholarship, a student must be admitted into a degree program and enrolled in at least 12 quarter hours per quarter for 2 quarters during the academic year. A student with a prior bachelor's degree is not eligible to receive a state scholarship. Contact your State Scholarship Office for more information.

Scholarships

The following University College and Lowell Institute scholarships and awards are available to students who have been accepted as degree candidates and are in good academic standing.

Scholarships are awarded once a year by the Scholarship Committee. Final selection of scholarship recipients is usually made in early July, followed by award notification in late July or early August. Funds are usually applied to tuition expenses for the following academic year. Awards range in amount from \$500 to \$1,000.

Application Procedure

At the end of January, a mailing list of students who have requested applications is prepared and applications are mailed out with the stipulation that they be completed and returned to the Office of the Dean by March 31. A student can be placed on the January mailing list by calling 617-373-2400 or TTY 617-373-2825 and leaving his or her name, address, and student ID number with the receptionist.

Dean Kenneth W. Ballou Family Scholarship Fund

The Dean Kenneth W. Ballou Family Scholarship Fund was established in 1986 by the generosity of the Kenneth W. Ballou family. Dean Ballou served Northeastern University in various capacities from 1957 to 1978, including as Director of Undergraduate Admissions, Dean of University Relations, Assistant to the President, Dean of Adult Education Programs, and Dean of University College. This scholarship is awarded annually to a University College student(s) who demonstrates financial need, academic promise, and leadership potential.

The Bookbuilders of Boston Scholarship

This scholarship was established in 1982 in memory of Martin B. Sweeney, who taught publishing courses for many years at Northeastern. The funds have been provided by The Bookbuilders of Boston, a professional organization, to support the education of students interested in book publishing. To be eligible for the award, a student must be able to demonstrate interest in publishing as a career, must be taking courses related to publishing and the graphic arts, and must become an active part of the organization.

James A. Buczel Memorial Scholarship

This scholarship was established in 1988 in memory of James A. Buczel, who received his associate in science degree in 1978. The endowment funds were provided by the family, friends, and associates of Mr. Buczel who was a member of the U.S. Customs Service of the Department of the Treasury. He lost his life in the line of duty while inspecting cargoes on Sunday, October 9, 1988 in New Haven, Connecticut. The income from this memorial scholarship fund is to be awarded to undergraduate students in University College who are majoring in Criminal Justice and demonstrate financial need, academic promise, and soundness of character.

Godfrey L. Cabot Scholarship Fund

This fund was established by Dr. Cabot in 1954 to help meet the college expenses of employees or children of employees of Cabot Corporation and its subsidiary and associated companies. The employee must have completed at least five years of service with the company prior to the time the student enters the University. The University shall determine the number and amount of these scholarships, which are not based on scholastic achievement and are available to evening as well as day students. Students interested in applying for scholarship aid from this fund should contact the Cabot personnel office or the Office of Financial Aid at Northeastern University.

Dorothy G. Cooley Scholarship

This scholarship was established in 1988 by Dorothy G. Cooley, a 1960 graduate of the evening division of The School of Business, now University College. The income from this fund is to be awarded to responsible women students who are candidates for a bachelor's degree and who have demonstrated soundness of character and who have above average scholastic ability.

Criminal Justice Alumni Association Scholarship

The Northeastern University Criminal Justice Alumni Association Scholarship is available to both University College bachelor's degree students and day students. A student must have completed at least 75 percent of the degree coursework, have a QPA of 3.0 or better, and complete the application and essay by March 1. Information is available in the Office of Alumni Relations, 346 Richards Hall.

Henry J. Doherty Memorial Scholarship

The Henry J. Doherty Memorial Scholarship Fund was established in 1987 through the generosity of Doris R. Doherty, as a tribute to her late husband, a 1953 graduate of the Evening School of Business and a successful business leader in the field of legal publishing. The income from the scholarship is awarded annually to deserving students with demonstrated financial need who are pursuing part-time evening study and have been accepted as degree candidates.

Charlotte M. and Theodore S. D'Orlando Scholarship Fund

This fund was established in 1991 by Theodore S. D'Orlando, a graduate of the evening School of Business, Class of 1951. Past president of the Alumni Association and member of The National Council, Husky Associates, and The Huntington Society, Mr. D'Orlando earned an MBA from the College of Business Administration in 1957. Income from this fund is used to assist part-time students of average academic record who are enrolled in a University College degree program and are motivated to improve their scholastic standing, show potential to succeed, and who without financial assistance could not attend Northeastern University.

Electronics Industries Personnel Association Scholarship

This scholarship was established in 1980 through the generosity of the Electronics Industries Personnel Association. The income is awarded annually to one or more students whose studies, to a significant extent, are in the field of human resources management at University College. Recipients shall demonstrate financial need, soundness of character, and academic stability.

Howard W. Evirs, Jr. Scholarship

This scholarship fund was established in 1991 by Howard W. Evirs, Jr., a graduate of the College of Engineering, Class of 1951, and the Graduate School of Business, Class of 1970.

It is Mr. Evirs' desire to provide financial assistance to a single parent, preferably a female, enrolled in any full-time or part-time baccalaureate program of the University who has demonstrable financial need and proven academic excellence. The income from the scholarship fund which is administered by the Financial Aid Office will be awarded annually.

Students should apply to Northeastern University/Office of Financial Aid, 356 Richards Hall, Boston, MA 02115 regarding the above scholarship.

Vincent A. Forte Memorial Scholarship

This scholarship was established in 1985 in memory of Vincent A. Forte, a graduate of Northeastern University. The endowment funds were provided through the generosity of his family, friends, and associates. Forte was an ambitious student pursuing a full-time business career while attending school part-time. He received an associate's degree from Lincoln Institute in 1957, a Bachelor of Business Administration degree in 1958, and a Master of Business Administration degree in 1967. The income from this fund is awarded to undergraduate students in University College who are pursuing a bachelor's degree in business, who demonstrate financial need, and who are maintaining a cumulative quality-point average of 3.0 or better after completing at least 44 quarter hours of credit.

Joseph L. Gedges Memorial Scholarship Fund

The Joseph L. Gedges Memorial Scholarship Fund was created in 1996 by Anne Gedges, '53 and '56, in memory of her father and brother. The scholarship will provide annual awards for evening students in the middle years of their degree program. Preference in selecting recipients will be given to students studying business or engineering programs.

Chester W. Higgins Memorial Scholarship

The Chester W. Higgins Memorial Scholarship was established in 1991 by the generosity of Mrs. Marion Higgins, as a tribute to her late husband. Chester (Chet) Higgins was a senior lecturer in the Business Administration program of University College for almost forty years. He also served as President of the Faculty Society and was instrumental in establishing the Faculty Society Memorial Scholarship program to benefit part-time students. To be eligible for this award a student should be majoring in management in University College and should demonstrate financial need, academic promise and soundness of character.

The John W., Jr. and Helen D. Jordan Scholarship Fund

John W. Jordan, Jr. retired from University College in 1997 after serving as the Dean for almost 20 years. This scholarship fund was established in recognition of his commitment to adult education. Designated to assist students pursuing their academic studies on a part-time basis, the scholarship will be awarded to applicants who demonstrate academic excellence in either a graduate or undergraduate certificate or a degree program at University College.

Nicholas G. and Helen Kakleas Scholarship Fund

This scholarship was established in 1996 through the generous support of Nicholas G. Kakleas, an alumnus of University College and current President/Chair/CEO of CGI Circuits, and his wife, Helen. This award is to provide financial aid through annual awards to worthy and needy students at University College.

Kappa Tau Scholarships

The Kappa Tau Phi Sorority Scholarship Fund annually makes scholarship awards available to women students in the science, business, engineering, and liberal arts programs who rank highest at the end of the upper-middle year. In the event that the chosen student is eligible for an award of greater monetary value, the award is made to the next highest-ranking woman student. To be eligible for this scholarship, the student must be enrolled in a course meeting at least two evenings per week and must be a candidate for a bachelor's degree. In determining the recipient, grades of all courses completed in prior years are considered.

Angelina M. Lentini Scholarship

This scholarship was established in 1991 through the generous support of Angelina Lentini, a graduate of Lincoln College, class of 1967, and University College, class of 1969. This award is to be made to an entering freshman female student who has graduated from the Boston Public School system, and has demonstrable financial need. Recipients of this award may reapply in their upper class years for continued support. Interested students should apply to Northeastern University/Office of Financial Aid, 356 Richards Hall, Boston, MA 02115, regarding the above scholarship.

Paul M. and Virginia A. Lepley Scholarship Fund

The Paul M. and Virginia A. Lepley Scholarship Fund was established in 1996 upon the retirement of Dean Paul A. Lepley from Northeastern University. Dean Lepley served Northeastern University as Dean of the Boston Bouvé College of Human Development Professions and as Professor of Health, Sport and Leisure Studies. The fund will provide annual scholarships to students matriculated in University College who have demonstrated financial need, academic promise, and soundness of character.

Alan A. and Shirley A. Mackey Scholarship Fund

The Alan A. and Shirley A. Mackey Scholarship Fund was established in 1987 upon the retirement of Alan A. Mackey from Northeastern University. Dean Mackey served Northeastern University in many capacities: as Dean of Administration, University Registrar, Dean of Continuing Education, and as a member of the mathematics faculty of University College. The scholarship fund provides annual scholarship awards to deserving University College students.

William J. McGovern Memorial Scholarship

The William J. McGovern Memorial Scholarship was established in 1978 by an anonymous donor to honor the memory of William J. McGovern. The donor wishes to assist others in realizing their potential through higher education. The income from this scholarship benefits worthy undergraduate students actively pursuing studies in University College or the Lowell Institute. Recipients must have declared a major, demonstrated financial need and academic achievement, and exhibited a high level of professional promise.

Helen (Boris) Melnik Memorial Nursing Scholarship

Helen (Boris) Melnik was one of the 3,236 graduates of the New England Deaconess Hospital's School of Nursing. Though taken ill early on in her own career, it is her family's hope that this scholarship will assist another practicing nurse in advancing in this caring profession. To be eligible for this award, a student should be a currently certified nursing assistant (CNA), licensed practical nurse (LPN) or registered nurse (RN) and demonstrate financial need, academic promise and the desire to continue a career in the nursing profession.

Timothy F. Moran Scholarship Fund

This scholarship fund was established upon the retirement of Dean Timothy F. Moran, Associate Dean at University College and Director of the Law Enforcement programs. During his second career as an educator, Dean Moran, a retired state police officer, was an innovator and leader in the education of law enforcement officers both in New England and throughout the world. His former students, colleagues, and friends made substantial contributions to establish this fund in his honor. This scholarship is awarded annually to students majoring in policing, security or corrections who demonstrate academic excellence and financial need.

James D. Mukjian Memorial Scholarship

This memorial scholarship fund was established in tribute to James D. Mukjian, a 1955 graduate of the School of Business who also received a graduate degree in business in 1964. Mukjian had worked with the U.S. Defense Logistics Agency, with Sylvania and with Raytheon before retiring. He was a Senior Lecturer, teaching Industrial and Business Management for University College for 25 years. He also served as President of the University College Faculty Society of Northeastern.

Eva Needle Memorial Scholarship

The Eva Needle Memorial Scholarship Fund was established in 1965 with the aid of the Norman Knight Charitable Foundation and is maintained through the generosity of the friends of Bob and Ted Needle in memory of their mother. The income from the fund is awarded annually to a deserving student in the accounting program who demonstrates superior academic achievement. The recipient is selected jointly by Ted Needle, a long-standing member of University College's accounting faculty, and the Scholarship Committee.

Harry Olins Memorial Scholarship

The Harry Olins Memorial Scholarship Fund was established as an expression of a belief in University College students and "what they stand for." The fund, presented by Mrs. Olins in recognition of her husband's long service on the business faculty, makes available an annual tuition award to students who, in terms of scholastic achievement, character, and personal need, best typify the spirit of Northeastern University. To be eligible for this award, the student must be a business administration degree candidate and carry a full academic load during the school year.

Nancy Lee Patterson Memorial Scholarship

This fund was established in 1988 by the family and friends of Mrs. Nancy Lee Patterson at the time of her death. Income from the fund is awarded annually to female students, age 35 or over, attending University College, who demonstrate financial need, soundness of character, and academic stability.

Sigma Epsilon Rho Honor Society Scholarship Awards

The Sigma Epsilon Rho Honor Society Scholarship Awards, established in 1974 by the membership of the Society, are awarded annually to undergraduate students of University College and the Lowell Institute. Eligible students must have a cumulative quality-point average of 3.25 or better after completing 75 percent or more of their required studies.

The Stotsky Award

The Stotsky Award was created in 1990 when Dr. Bernard A. Stotsky, after 28 years of dedicated service as a faculty member and Chief Psychiatrist at the Lane Health Center, established a fund at Northeastern University in memory of his parents, George and Bess Stotsky.

A cash prize of \$250 will be presented annually to one or more students who have exhibited an unusual understanding of, and sensitivity to, Jewish history with particular reference to the Holocaust period. Works submitted for consideration may include, but are not limited to, research in the field, special projects, programs or activities designed and implemented to enhance understanding of the Holocaust.

Any student in good standing, currently enrolled in any school, department or program of Northeastern University is eligible to receive the Stotsky Award. Submissions made by March 1st will be eligible for the current year's award.

This award is administered by the Religious Life Office of Northeastern University. Interested students should contact them at (617) 373-2728 for further details. The mailing address is: Religious Life Office, Room 207 Ell Building, Northeastern University, Boston, MA 02115.

H. Patricia Taylor Scholarship Fund

The H. Patricia Taylor Scholarship Fund was established in 1974 by H. Patricia Taylor, a graduate of University College, and her husband, Harry C. Taylor, a graduate of the School of Business. The scholarship expresses their appreciation for financial assistance made available to Mrs. Taylor when she was obtaining her degree and is an attempt to provide similar funds to assist others in realizing their potential through higher education. The income from the fund is awarded annually to a student enrolled in University College or the Lowell Institute who demonstrates financial need and academic stability and who meets certain other conditions of eligibility.

Jeffrey Lewis Tuton Memorial Fund

Established in 1994 in memory of her son Jeffrey Lewis Tuton, a graduate of the Paramedic Technology Program of University College, by Constance Higgins. The fund will provide supplemental financial aid for the purchase of books by full-time students who are enrolled in the certificate or associate's degree program in paramedic technology and who have demonstrated financial need.

U.S. Navy Field Training Supervisors Association Memorial Scholarship

A scholarship fund has been established through the generosity of the U.S. Navy Field Training Supervisors Association in commemoration of the Association's deceased members. The scholarship is awarded annually to a deserving student, selected by the Scholarship Committee, who is a management major working toward a bachelor's degree in the evening program at University College.

University College Faculty Society Memorial Scholarship Awards

The Faculty Society of University College offers several awards annually, primarily for excellence in studies, to bachelor's degree candidates in University College who have carried and are currently carrying a minimum of twenty-four quarter hours annually. Applications, available during the winter quarter, must be returned before the spring quarter. These awards are given in commemoration of the Faculty Society's deceased members.

Roberta Macycove Wasserman Memorial Scholarship

This scholarship was established in 1976 through the generosity of family members and friends of Roberta Macycove Wasserman, who, at the time of her death in 1975, was pursuing liberal arts studies within University College. The income from the fund is awarded annually to a deserving female student who is a homemaker with family responsibilities and who is pursuing part-time studies within University College. The recipient shall demonstrate financial need, soundness of character, and academic stability.

Robert I. Weisberg Scholarship Fund

Robert I. Weisberg, a successful 1972 University College graduate of Northeastern University, established this fund to show his appreciation for the education he received at Northeastern and to help future University College students realize their potential in obtaining a college education. Preference will be given to students who show professional promise, academic merit and who are contributing substantially toward the cost of their education.

Awards

John W. Robbins Prize

The John W. Robbins Prize was established in 1984 under the terms of the will of the late Lena C. Robbins, in memory of her husband, John W. Robbins, an alumnus of Northeastern University. The income from this memorial gift is awarded annually to the outstanding student (Class Marshal) of the graduating class of University College.

Facilities and Resources

Alpha Sigma Lambda National Honor Society

The Northeastern University chapter of Alpha Sigma Lambda National Honor Society was chartered in 1994 as an honor society for students in continuing adult education. It strives to provide a stimulating impetus to highly motivated students in adult higher education early in their academic careers. Alpha Sigma Lambda recognizes the special achievements of adults who accomplish academic excellence while facing competing interests of home and work. Membership in Alpha Sigma Lambda Honor Society is by invitation to those students matriculated in the associate or baccalaureate degree programs and who meet the established criteria set forth in the chapter's by-laws. For more information, please contact the Office of the Dean, University College, 617-373-2412.

Sport, Dance, and Exercise Facilities

Through its Cabot Center for Physical Education, Dockser Hall and Barletta Natatorium, Northeastern University offers a wide variety of specialized facilities. The Matthews Arena, with seating for more than 5,000 fans, provides home ice to the University's hockey teams. Cabot Gym is home court for the University's men's basketball teams. These facilities are available to currently enrolled University College students who show a part-time student ID and a photo ID.

Social and Professional Clubs

We welcome and encourage part-time students in University College and the Lowell Institute to join in most of the social and professional activities that are organized and run by the student body, with the assistance of the Student Activities Office (255 Ell Center). Call 617-373-2642 or TTY 617-373-4747 for more information.

Sigma Epsilon Rho Honor Society

Sigma Epsilon Rho is the University College honor society. It aims to promote fellowship among those students who have attained highest scholastic standing in the College; to stimulate the student body to higher scholastic accomplishment through the bearing, influence, and work of these selected men and women; to develop methods of mutual improvement and advancement among members; and to support high moral, professional, and scholastic ideals. Only honor graduates are eligible for admission to the Society. Admission is by invitation after nomination by the Society.

Curry Student Center

The Curry Student Center in the Ell Building provides facilities for student recreation and extracurricular activities. The Eugene J. Blackman Auditorium, with a seating capacity of 1300, is attached to the Center. Also included are special drama facilities, a ballroom, student offices, conference rooms, an indoor quad, a food court with seating for more than 1,000, an information booth, a copy center, a gameroom, a video arcade, rental computers and typewriters, television viewing areas, movie screenings, and a travel agency. The bookstore is adjacent to the Center.

Lane Health Center

A comprehensive program of medical care is provided to all full-time graduate and undergraduate students and part-time undergraduate students enrolled in 9 q.h. or more. The University maintains a Health Services Clinic which is open for emergencies at all times and is equipped to deal promptly with any medical condition that may arise.

Alumni Association

Upon graduation, University College students will join the more than 120,000 alumni united within the Alumni Association, which was established to promote a mutually rewarding relationship between Northeastern and its graduates. Association activities include the Homecoming celebration, presentation of the Outstanding Alumni Awards, and the annual presentation of Professional Promise Awards to outstanding seniors. The Association has regional clubs across the country.

About Northeastern University

Profile of the University

At Northeastern University, we value part-time day and evening students as highly as we do our full-time students. You are important members of the academic community and reflect the changing profile of today's college student, which encompasses new concerns for lifespan learning and professional retraining. Northeastern supports your pursuit of personal and professional goals and wants to contribute to your success. You may join all our students in taking full advantage of the academic resources and facilities we offer. In return, you contribute to the intellectual and cultural diversity upon which this urban institution thrives.

Founded in 1898, Northeastern University is incorporated as a privately endowed, nonsectarian institution. From its beginning, the University's mission has been to identify and address the educational needs of a diverse community and student body in distinctive and useful ways. Northeastern did not duplicate the programs of other institutions, but instead became a world leader in new areas of educational service. In particular, the University is known for its Cooperative Plan of Education, under which students alternate periods of work and study. All of Northeastern's undergraduate day colleges operate on the Cooperative Plan, and several of the University's graduate schools have structured their programs to include features of cooperative education. Today, the University is comprised of eight undergraduate colleges and nine graduate schools.

Our undergraduate colleges are

- Bouvé College of Pharmacy and Health Sciences
- College of Arts and Sciences, including the School of Journalism
- College of Business Administration
- College of Computer Science
- College of Criminal Justice
- College of Engineering, including the Lowell Institute, School of Engineering Technology
- College of Nursing
- University College

Our graduate schools are

- Graduate School of Arts and Sciences
- Bouvé College of Pharmacy and Health Sciences Graduate School
- Graduate School of Business Administration
- Graduate School of Computer Science
- Graduate School of Criminal Justice
- Graduate School of Engineering
- Graduate School of Nursing
- Graduate School of Professional Accounting
- School of Law

At Northeastern University, we respond to the needs of people who already hold jobs or are launched in careers, but who wish to advance or change their professional lives as well as pursue personal interests. The University offers a variety of educational options—both credit and noncredit—to suit your particular objectives. University College offers part-time courses leading to certificates and to associate's and bachelor's degrees. The Lowell Institute offers part-time evening and weekend associate's and bachelor's degree programs in technological areas, in addition to daytime undergraduate programs.

All formal courses of study leading to degrees through part-time programs are approved by the full-time day faculty of Northeastern's undergraduate full-time day programs and are governed by the same qualitative and quantitative standards.

University Libraries

Together, the collections, services, staff, and facilities of the Northeastern University Libraries provide access to information and an understanding of the organization of the literature and other information resources of the academic disciplines. The library is integral to the academic and research processes, whether these occur in a formal classroom, seminar, or laboratory setting or through individual study and enrichment.

All part-time students have full access to all units of the University Libraries located on the Boston and Burlington campuses and at the Marine Science Center in Nahant.

Total holdings of the University Libraries include more than 850,000 volumes, 2,000,000 microforms, current subscriptions to over 8,200 serials and newspapers, 250,000 government documents, and 16,250 audio, video, and computer software titles.

Snell Library, a centralized library for the Boston campus, is open more than 100 hours each week that classes are in session, and it has 2,800 seats on five levels. Library services incorporate online, telecommunication, and media technologies that are associated with information resources and networks, including an online catalog and circulation system, microcomputer and language laboratories, specialized equipment for users with disabilities, a media center, a CD-ROM optical disc network, and access to Internet resources. The Library is connected to NUnet, the University's computing network. Students can access NULIS (Northeastern University Libraries Information System) from outside the Library via the network. Students can also utilize many NUnet software applications from three microcomputer labs in the Library.

The Burlington Campus Library's collection serves courses taught at that campus. The online catalog as well as CD-ROM databases are available, and materials from the Snell Library collections can be requested at and delivered to Burlington.

Library staff are available in all service areas to assist students, including students with disabilities. Librarians provide instruction to groups and to individuals on the bibliographic research process and on strategies for identifying, locating, and using print, non-print, and electronic information resources. Each term, a series of tutorials is offered giving students further opportunities to meet with a librarian to discuss particular or specialized research needs.

Northeastern University is a member of the Boston Library Consortium, a cooperative arrangement among the following academic and research institutions: Boston College, Boston Public Library, Boston University, Brandeis University, Brown University, Marine Biological Laboratory/Woods Hole Oceanographic Institution, Massachusetts Institute of Technology, Northeastern University, State Library of Massachusetts, Tufts University, University of Massachusetts (Amherst, Boston, Dartmouth, Lowell, and Worcester campuses), and Wellesley College. The University's membership in the Boston Library Consortium generally allows for on-site use by, but does not grant borrowing privileges to, Northeastern students. To apply for a Consortium card, please inquire at the Circulation Desk. Some libraries in the Boston area require that a visiting student present a special pass or letter of introduction; a Northeastern reference librarian can advise about such student visitor policies.

Division of Academic Computing

DAC is responsible for providing students, faculty and staff with reliable access to Northeastern's academic, technical and information resources including NUnet (the campus-wide network), lynx (Northeastern's mail, news and internet access computer), the VAXcluster (the University research mainframe) and public access computer labs. Lynx, the VAXcluster, the Snell Library computer system and selected other University systems are available via modem dial-in facilities. Contact the Help Desk at 617-373-4224 for specific details.

Lynx accounts are available free of charge to all University faculty, staff and students; one must present a valid Northeastern ID in the DAC main office. At Northeastern, computing is a privilege rather than a right. Violations of the provisions of the DAC Acceptable Use statement may result in the loss of that privilege. The statement is available in the DAC main office.

The Help Desk supports walk-in requests for information and assistance. The staff provides basic level support for a variety of software applications, as well as services like dial-in, downloading, virus scanning and removal and document scanning. In addition, a software manual library is located at the Help Desk. The Help Desk staff (and the computer lab staff) can help you use the computing resources but they are not tutors or instructors. They cannot help you interpret handouts or assignments, teach computer related subjects, or debug programs.

Not all academic computing facilities at Northeastern are maintained by DAC; several colleges and departments have their own facilities. If you are a student in the College of Computer Science, the College of Engineering or the College of Business, you may want to investigate its resources.

Research

Research and scholarship are integral parts of Northeastern University's commitment to the intellectual growth and academic achievement of its students. Research activities span almost every academic field and include laboratory projects, theoretical studies, and technological applications.

Funding for research comes from government agencies, foundations, corporations, and the University itself. In recent years, such industrial firms as Beckman, General Electric, Digital, and Lockheed have supported Northeastern's research programs. Currently, external grants and contracts exceed \$27.5 million annually.

Northeastern's faculty numbers among its ranks some of the most distinguished scholars in their fields, and many have received such prestigious awards as Sloan Scholarships, Guggenheim Fellowships, National Institutes of Health Research Awards, Fulbright Scholarships, and a MacArthur Foundation grant. Faculty members lecture the world over, serve as consultants to industry and government agencies, participate on a variety of national and international committees, and are quoted frequently in the regional and national press on a wide range of subjects.

Programs at Northeastern

Undergraduate Colleges

Bouvé College of Pharmacy and Health Sciences

Offers five-year, cooperative education programs leading to the bachelor of science in Respiratory Therapy, Toxicology, Physical Therapy, and to the bachelor of science with majors in medical laboratory science, cardiopulmonary sciences, and athletic training. A six-year, entry-level program leading to the Doctor of Pharmacy degree and a four-year program leading to the bachelor of science degree in Speech-Language Pathology and Audiology are also offered. Students in the speech program may elect to continue for a fifth year to receive an accelerated master of science degree. In addition, a non-cooperative four-year baccalaureate program is offered in dental hygiene. Associate's degree programs are offered in medical laboratory science and dental hygiene. The College also offers post-baccalaureate certificate programs for physician assistants (the PA option is a 2-year program with the option of a Master of Health Professions), respiratory therapy, cardiovascular technology, and medical laboratory science (concentrations in blood banking, clinical chemistry, hematology, immunology, and microbiology). For information, call 617-373-3320.

College of Arts and Sciences

Offers programs in the visual and performing arts, humanities, journalism, social sciences, physical and natural sciences, and mathematics leading to the bachelor of arts or bachelor of science degrees. For more information, call 617-373-2200.

College of Business Administration

Offers four- and five-year, cooperative education programs leading to the bachelor of science in Business Administration (BSBA) and the bachelor of science in International Business (BSIB). Students in both programs complete a concentration in accounting, human resources management, marketing, finance and insurance, management, entrepreneurship and small business management, management information systems or logistics and transportation. In addition, students in the BSBA program may concentrate in international business. For more information, call 617-373-2200.

Northeastern University's Center for Family Business, part of the College of Business Administration, is a membership-based program offering seminars and highly interactive roundtable workshops to family-owned businesses. Programs focus on a variety of topics from leadership succession and ownership transfer to conflict resolution around issues of power, control, and money. Constituent groups, such as a Leadership Development Forum for younger generation members as well as a Seniors' and Women's Forum, complement the core program. Participation is also offered to a limited number of prospective members on a select basis. For further information, telephone Paul Karofsky at 617-320-8015 or e-mail at pkarofsky@lynx.neu.edu.

The Office of Executive Education offers executive-level management programs custom-designed to meet the specific needs of individual companies. Program faculty and administrative staff work together with key company executives to develop programs designed to utilize major current challenges as learning opportunities. Two types of programs are offered. In one, the emphasis is on programs designed to help experienced managers improve their immediate effectiveness. In the other, emphasis is on preparing executives for promotion and reassignment. For more information, call 617-373-5138.

College of Computer Science

Offers a five-year and a four-year cooperative education program leading to the bachelor of arts in Computer Science, and the bachelor of science in Computer Science, with emphasis tracks in database management, languages, and operating systems. Other electives include parallel processing, graphics, distributed computing, and artificial intelligence. Research opportunities are available to advanced students. For more information, call 617-373-2462.

College of Criminal Justice

Offers a five-year, cooperative education program leading to the bachelor of science degree. For more information, call 617-373-3327.

College of Engineering

Offers four- and five-year cooperative education programs in chemical, civil, electrical (including a power systems concentration and a computer engineering concentration), industrial, and mechanical engineering leading to the bachelor of science with specification according to the department. The College also offers a six-year, accredited, part-time evening program leading to the bachelor of science degree in civil, electrical, or mechanical engineering. For more information about the part-time programs, call 617-373-2185. These programs are accredited by the Engineering Accreditation Commission of the Accreditation Board for Engineering and Technology. A more general program leading to the bachelor of science without specification is also offered. For highly qualified students, the electrical and computer engineering, and the mechanical, industrial and manufacturing engineering departments offer five-year programs leading to the bachelor's and the master's degrees; students generally carry five courses per quarter and forego one cooperative work quarter to complete the program.

The Lowell Institute School

The Lowell Institute School at Northeastern, a division of the School of Engineering Technology, offers programs leading to the associate in Engineering, associate in science, and bachelor of science in Engineering Technology on both a full-time and part-time basis. A full-time, five-year cooperative education plan is offered, at the baccalaureate level, in electrical and mechanical engineering technology and computer technology. A full-time, three-year cooperative education plan is offered, at the baccalaureate level, for transfer students in Aerospace-Maintenance Engineering Technology. In addition, part-time evening and weekend programs are available at the associate level in Computer Technology, Telecommunications, and Electrical, Environmental, Mechanical, Mechanical with a concentration in manufacturing, Structural, and Surveying and Highway Engineering Technology. Part-time evening and weekend programs are available at the baccalaureate level in Computer Technology, Electrical, and Mechanical Engineering Technology. A part-time baccalaureate degree is also available, for transfer students, in Aerospace-Maintenance Engineering Technology. The C++/UNIX Specialist, Computer Technology, Electronics Technology and Engineering Drawing certificates are available on a part-time basis as well. Many of the part-time and weekend technology courses are televised via Network Northeastern to satellite campuses and company sites. For more information, call 617-373-2500.

College of Nursing

The College of Nursing offers a five year, cooperative education program leading to the Bachelor of Science degree in Nursing. The College welcomes transfer students who are not nurses and have a degree in another field or who have completed a minimum of 60 quarter hours of transfer credits (including *Anatomy and Physiology 1, 2, and 3* with labs, and *Chemistry 1 and 2* with labs) to enter a 2 year, nine month accelerated transfer

track program. Call 617-373-3610. The College offers an RN to BSN option for Registered Nurses who wish to pursue a baccalaureate degree in nursing. This option is offered in collaboration with Northeastern University's part-time unit, University College. Call 617-373-5796. The College offers an RN to MS program leading to both a bachelor's and master's degree for qualified experienced registered nurses. For more information on this program, call 617-373-3590 or 617-373-3125 (voice mail).

Graduate Schools

Bouvé College of Pharmacy and Health Sciences

Offers programs leading to the Master of Science degree in general biomedical science, medical laboratory science, medicinal chemistry, pharmacology, toxicology, clinical exercise physiology, counseling psychology, rehabilitation counseling, speech-language pathology and audiology, human resource counseling, applied behavior analysis, college student development and counseling, applied educational psychology with specialties in school counseling and school psychology. The Master of Health Professions is offered with four options: general, health policy, physician assistant, and regulatory toxicology. The Certificate of Advanced Graduate Study may be earned in counseling psychology, rehabilitation counseling, school psychology, or human services specialist. A Doctor of Philosophy degree is offered in biomedical science with specializations in medical laboratory science, medicinal chemistry, pharmaceuticals, pharmacology, or toxicology. The Doctor of Philosophy degree is offered in school and counseling psychology. For more information, call 617-373-2708.

College of Arts and Sciences

Offers programs leading to the master of arts degree in economics, English, history, journalism, political science, sociology, and writing. The master of science degree is available in biology; chemistry; economic policy and planning; law, policy, and society; mathematics; and physics. The Master of Technical and Professional Writing, the Master of Public Administration, and the Master of Education degrees are also offered. The Master of Arts in Teaching degree is available in biology, chemistry, English, history and mathematics. The Master of Science in Operations Research is offered through the departments of Mathematics and Mechanical, Industrial, and Manufacturing Engineering. In addition, there are programs leading to the Doctor of Philosophy degree in biology; chemistry; English; history; law, policy, and society; mathematics; physics; psychology; public and international affairs; and sociology. Non-degree certification programs are offered in elementary, middle, and secondary education. There is also a non-degree certificate program in technical writing. Most programs may be completed through either full- or part-time study. For more information, call 617-373-3982 to be referred to the department of interest.

College of Business Administration

The Graduate School of Business Administration offers five programs leading to the Master of Business Administration (MBA) degree. Options include the Cooperative Education MBA program, the Full-Time MBA program, and the Part-Time MBA program, with the latter being offered on the Batterymarch (downtown) and Burlington campuses in addition to the main campus in Back Bay. An Executive MBA program, tailored to the needs of experienced managers, is offered on the Dedham campus, and a High-Technology MBA program, designed for professionals in technology-driven enterprises, is offered on the Dedham and Burlington campuses. A revised 14-course curriculum for any undergraduate degree holder resulting in a Master of Science in

Finance (MSF) degree is available on the Batterymarch campus. Additionally, two graduate certificate programs are offered leading to a Certificate in Logistics and Transportation Management and a Certificate in Information Resources Management. A post-MBA study program is also available leading to a Certificate of Advanced Study. For more information, call 617-373-2714.

The Graduate School of Professional Accounting offers a unique fifteen month comprehensive MS/MBA degree program specifically designed for the liberal arts and sciences graduate. The program features a three-month paid internship with a major CPA firm and achieves virtually 100% placement for its students upon graduation.

The GSPA also offers a Master of Science in Taxation (MST) program on a part-time basis for those already qualified in the accounting or business fields who seek to become tax or personal financial planning specialists. It is a small, selective program regarded as the qualitative leader in tax education. The MST program is offered on the main campus in Boston and in the heart of the financial district at Batterymarch. Information on all GSPA programs can be obtained by calling 617-373-3244.

College of Computer Science

Offers full-time and part-time programs leading to the Master of Science in Computer Science with concentrations in artificial intelligence, communications and networks, databases, operating systems, programming languages, graphics and image processing, and theory. The Doctor of Philosophy program includes theory, artificial intelligence, data-base management, parallel distributed computing, programming languages, and systems. For more information, call 617-373-2464.

College of Criminal Justice

Offers both full-time and part-time study leading to the Master of Science in Criminal Justice. A full-time program normally takes one full year for completion. While students are encouraged to tailor their program to meet their own educational and career objectives, the curriculum offers specialization in Justice Administration, Criminology, Juvenile Justice, Security Administration, and Research. For more information, call 617-373-3327.

College of Engineering

Offers full-time and part-time programs leading to the Master of Science in chemical engineering, civil engineering, computer systems engineering (CAD/CAM, engineering software design, and robotics), electrical engineering, engineering management, industrial engineering, information systems, and mechanical engineering. An interdisciplinary master's program in operations research is also offered. The engineer degree is available in electrical, industrial, and mechanical engineering. A five-year program leading to both a Bachelor and a Master of Science degree is offered in electrical, industrial, and mechanical engineering. The Doctor of Philosophy degree is offered in chemical engineering, civil engineering, electrical engineering, industrial engineering and mechanical engineering. An interdisciplinary Doctor of Philosophy is available for graduate students whose interests overlap two or more departments. Women in Engineering and Women in Information Systems programs are also available. For more information call 617-373-2711.

College of Nursing

The Graduate School of Nursing offers a full-time and part-time Master of Science Degree program that is designed to prepare nurses with a general background for advanced nursing practice as nurse practitioners, clinical specialists, nurse anesthetists, and managers. The master's program includes clinical specializations in administration, anesthesia, community health, critical-care, neonatal-care, primary-care, and psychiatric-mental health nursing. Within the framework of nursing science, the concepts of knowledge, competence, and role provide the foundation for advanced professional

practice. The curriculum is 52 quarter hours. Full-time students may expect to complete the degree requirements in one calendar year. Part-time students may take up to five years to complete the program. Classes are offered in the late afternoon and evening. Some modifications in the curriculum exist to qualify for certification for various specialties. The RN to M.S. degree program is designed for nurses holding a diploma or an associate degree in nursing. This special program offers an innovative pathway to earning a joint B.S.N./M.S. degree. The program requires 85 quarter hours for graduation. The M.S./M.B.A. degree program is an 88 quarter-hour program that prepares nurses for executive-level management in health care.

The Certificate of Advanced Study is an 80 quarter-hour post-master's program. It is designed for nurses with a master's degree in nursing who seek further academic preparation to learn advanced practice skills in another specialization or to qualify for national certification. Certificates are offered in administration, community health critical-care, primary-care/nurse practitioner, and psychiatric-mental health nursing.

For more information about any of these programs, call 617-373-3590 or 617-373-3125 (voice mail).

School of Law

The School of Law offers a full-time day program leading to the juris doctor degree. The three-year curriculum includes four quarters of work experience in various legal settings including judges' chambers, law firms and governmental agencies. Five clinics are offered: Domestic Violence, Criminal Advocacy, Poverty Law and Practice, Prisoners' Rights and Certiorari/Criminal Appeals. In addition, the university's Urban Law and Public Policy Institute, which addresses urban problems through a think tank and community information clearinghouse, was established at the law school in 1994. Concurrent degree programs for the M.B.A., M.S. in accounting and Ph.D. in Law, Policy and Society are available. For more information, call 617-373-2395.

University College Continuing Education

Northeastern University established continuing education programs over thirty years ago to provide a practical, high quality career-related education in business and industry consistent with the University's tradition of adult education. The mission of the center is to be a leader in nondegree continuing education for the career professional. Courses are taught primarily by practitioners in their respective fields. Program development, courses, and seminars are based on market needs and wants and are offered at convenient off-campus locations and at company sites. The center continues to enhance Northeastern University's regional and national reputation as a leader in continuing education via such technological advances as microwave and satellite transmission. For further information on these programs, telephone 617-373-5828 or visit the web site: <http://www.neu.edu/cont-ed>.

On-Site Corporate Training

Through its Corporate Training Group, Northeastern University offers non-credit and credit courses in a variety of subject areas to help you grow your business. More than 50 certificate programs are offered in diverse subject areas and Northeastern can customize a training program to fit your unique requirements. To discuss your training needs, call John Robidoux, 617-320-8051, Kathleen Manning, 617-320-8057, or Alice Freid, 617-320-8058, or fax 617-320-8029.

State-of-the-Art Program

The State-of-the-Art Program offers evening, day, and Saturday courses, seminars, and on-site training designed for working professionals seeking practical, hands-on education in a work-related area of technology. The curriculum includes high-level computer courses in software engineering, networking and communications, and microelectronics and computer technology. Certificates of Professional Achievement

offered include UNIX, object-oriented programming, client/server technology, windows programming, webmaster, software engineering using C, data communications system technology and system management, telecommunications system technology, local area networking, and microelectronics/system technology. For further information, telephone the State-of-the-Art Program at 617-320-8052 or visit our website: <http://www.neu.edu/cont-ed/soa>.

Building Design and Management and FE/PE Program

Designed for a broad spectrum of professionals, the Building Design and Management Program offers evening courses, on-site training, and Certificates of Professional Achievement in such topics as building and construction technology, facilities management, real estate inspections, construction management, fire protection systems, HVAC, AutoCad, construction cost estimating, and FE/PE license examination preparation. For further information, telephone 617-320-8026.

Environmental and Regulatory Management Program

This program covers the essentials of regulation, evaluation, assessment, and management techniques in today's environmental, health and safety industries. Evening courses, custom on-site training, and seminars leading to Certificates of Professional Achievement are offered in environmental compliance management; environmental site investigation and remediation; and occupational health and safety. For further information, telephone 617-320-8026 or visit our web site: <http://www.neu.edu/cont-ed/env>.

Financial Services Institute

The Institute offers several programs of study to prepare participants to take examinations leading to professional designations. The Certified Financial Planner Program is an approved course of study leading to the prestigious CFP® designation. The Payroll Administration and Human Resource Management programs are courses to prepare for the professional credentialing exams in those fields. Automobile Damage Appraisal Certification course prepares individuals for licensing examinations. For further information, telephone 617-373-7972.

Paralegal Professional Program

The Paralegal Certificate Program offers an intensive 12-week program designed to give participants hands-on practical paralegal training in the areas of litigation, real estate, research, probate, corporations, and legal ethics. Classes are taught by an attorney/paralegal team who practice in that legal specialty. Also offered are continuing education courses for practicing paralegals on current and relevant topics. For further information, telephone 617-373-7682 or visit our web site: <http://www.neu.edu/cont-ed/paralegal>.

Network Northeastern

Network Northeastern is the instructional television system of Northeastern University that was created in 1983 to broadcast live credit and non-credit courses to Boston area corporate sites via its four microwave channels. Beginning in 1987, Network Northeastern has been offering instruction nationwide on a Ku-band satellite uplink via the National Technological University (NTU) satellite system, a consortium of 46 US universities. In addition to its broadcast programs, Network Northeastern provides production facilities for videotaping courses, lectures, and short programs to the University community.

For its local industry students, Network Northeastern broadcasts a complete master's degree program in electrical and computer engineering and in information systems. A variety of graduate courses are offered in computer science, chemistry, and

mechanical engineering. An extensive selection of undergraduate courses and non-credit seminars is also offered. On-site advising, registration by fax or telephone and information sessions are some of the services provided by the Network Northeastern staff to its corporate clients. Live classroom instruction is telecast daily between 8:00 a.m. and 10:00 p.m. on four channels to the company sites listed below and Northeastern's two suburban campuses in Burlington and Dedham.

Companies currently subscribing include: Analog Devices, Inc. (Wilmington), Andover Control (Andover), Alpha Industries (Woburn), AGFA Compugraphic (Wilmington), Bolt, Beranek and Newman (Cambridge), Computervision Corporation (Bedford), Digital Equipment Corporation (Hudson, Littleton, Shrewsbury), Charles Stark Draper Labs (Cambridge), Dynamics Research Corporation (Andover), Eastman-Gelatin Corporation (Peabody), EPSILON (Burlington), GTE (Needham), Hanscom AFB (Bedford), Houghton-Mifflin (Boston), LTX (Westwood), M/A-COM (Lowell), Mass. Dept. of Revenue (Boston), MIT Lincoln Lab (Lexington), MITRE Corporation (Bedford), Newbridge Networks (Andover), Northrop Corporation (Norwood), Polaroid Corporation (Cambridge, Waltham), Quantum (Shrewsbury), Raytheon Company (Bedford, Sudbury, Tewksbury, Marlboro), Schneider Automation, Inc. (North Andover), Textron Defense Systems (Wilmington), Ungerman-Bass, Inc. (Andover), Unisys Corp. (Cambridge), and Woods Hole Oceanographic Inst. (Woods Hole).

If you currently work at one of our receive sites and would like to find out who to speak to at your company or if you would like to learn how your company can subscribe, please call 617-373-5620.

Faculty

*Denotes senior lecturer as of October 1996.

A

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Katharine Gibbs

Susan A. Alves, Ph.D.
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Rae Andre, Ph.D.
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Board of Real Estate Brokers

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P.C. Week

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Ralph R. Avery, M.S.

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Bernard Crowley, M.B.A.

Finance

Putnam Investment

Brian C. Crowley, M.B.A.*

Accounting

Graftel Systems Inc.

Mark D. Crowley, M.B.A.*

Accounting

Bot Financial Corporation

Helen M. Curley, M.A.*

Criminal Justice

Kathleen F. Curley, D.B.A.

Information Systems

Northeastern University

E. Margaret Curley-Clay, M.F.A.

Art

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Finance

Nynex

Terri Curran, B.A.

Information Systems

The Gillette Company

Robert S. Curtin, Ed.D.*

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Ronald E. Czlik, M.S.

Information Systems

Higher Education Information

Center

D

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Miriam F. D'Amato, M.A.*

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Patricia Dacey, M.Ed.*

Career/College Transition

Higher Education Information

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Business Law

Rickleys, Uehlein & Son

Rosemarie A. Danner, B.A.

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John J. Davey, B.S.

Real Estate

Davey Title Associates

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Gamera BioScience

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R.E. Davis and Assoc.

Marilyn L. Day, M.A.

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Earth Science

United States Army

John R. Deitrick, M.A.

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Information Resources

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Carl F. DeSisto, M.S.

Transportation

Stone and Webster Engineering

Corp.

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LORAL

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Maureen A. Devlin, M.Ed.

Education

Brian S. Dextradeur, B.S.*

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Polaroid Corp.

Donna M. DiGiovanni, B.F.A.

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Curry College

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 Griffith Associates, Inc.

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 Lexington Strategic Associates
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 Westwood High School
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Real Estate
 Morrison, Mahoney & Miller
 Deanne Harper, M.A.
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Administration

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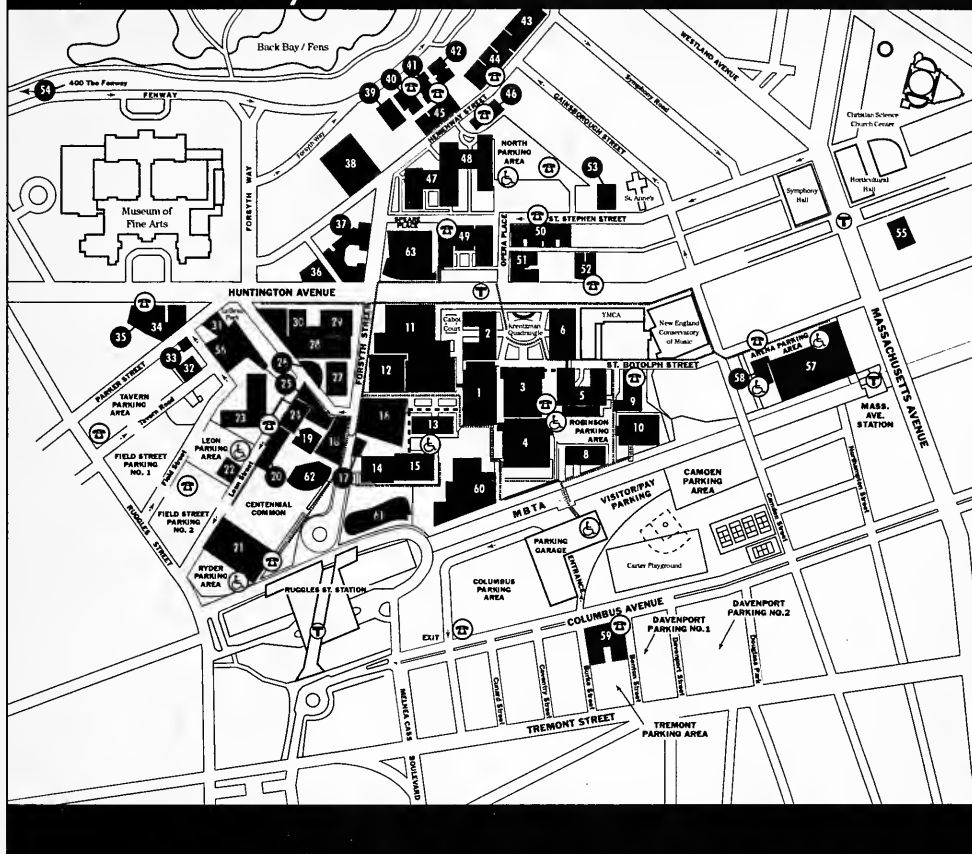
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M.Ed., Ed.D., R.N.

Dean of the College of Nursing

Northeastern University

 Boston
Massachusetts


Academic and Service Buildings

- | | |
|---|--|
| 22 John D. O'Bryen African-American Institute (AF) | 24 Holmes Hall (HO) TTY: Rm 276 |
| 12 Barletta Natatorium (BN) | 55 236 Huntington Avenue (HU) |
| 19 Boiler Plant | 10 Hurrig Hall (HT) |
| 11 Cabot Physical Education Building (CB) TTY: Rm 110 | 26 Kariotis Hall (KA) |
| 39 Cahners Hall (CA) TTY: Rm 151 | 41 Kerr Hall (Faculty Center) (KH) |
| 28 Cargill Hall (CG) | 29 Knowles Center (KN) |
| 13 Churchill Hall (CH) | 25 Lake Hall (LA) TTY: Rm 203 |
| 62 Classroom Building (CL) | 63 Roger M. and Michelle S. Marino |
| 59 Columbus Place (716 Columbus Avenue) (CP) | Recreation Center |
| 9 Cullinane Hall (CN) | 57 Matthews Arena (MA) |
| 4 John A. and Marcia E. Curry Student Center | 58 Matthews Arena Annex (MX) |
| (Student Lounge) (SC) TTY: Rm 255 | 20 Meserve Hall (ME) TTY: Rm 305 |
| 40 Cushing Hall (CU) | 5 Mugar Life Science Building |
| 14 Dana Research Center (DA) | (Peabody Health Professions Center) (MU) |
| 27 Dockson Hall (DK) TTY: Rm 107 | 18 Hightingale Hall (NI) TTY: Rm 125 |
| Dodge Hall (DG) | 31 Parker Building (PA) |
| 51 Maureen and Richard J. Egan | 2 Richards Hall (RI) TTY: Rms 150, 254 |
| Engineering/Science Research Center | 8 Robinson Hall (RB) |
| 3 Ell Student Building (Auditorium) (EL) TTY: Rms 04, 104 | 21 Ryder Hall (RY) TTY: Rms 170, 180, 251, 270 |
| 56 Field Street (FS) | 15 Snell Engineering Center (SN) TTY: Rm 120 |
| 16 Forsyth Building (FR) TTY: Rms 100, 135 | 60 Snell Library (SL) TTY: Reference Desk |
| 17 Forsyth Building Annex (FA) | 50 122 St. Stephen Street (SS) |
| 38 Forsyth Dental Building (FE) | 30 Stearns Center (ST) TTY: Rm 302 |
| 1 Hayden Hall (HA) TTY: Rms 120, 202 | 32 26 Tavern Road (TA) |
| 33 Hillel-Froger (HF) | |

Residence Buildings

- | | |
|---|---|
| 34 Burstein Hall | 45 Loftman Hall and 153 Hemenway Street |
| 43 Kennedy Hall | 42 Melvin Hall |
| 46 142-148 Hemenway Street | 35 Rubenstein Hall |
| 45 153 Hemenway Street and Loftman Hall | 44 Smith Hall |
| 7 316 Huntington Avenue | 49 Speare Hall |
| (Northeastern at the YMCA) | 48 Stetson East TTY (public) |
| 52 319 Huntington Avenue | 47 Stetson West |
| 51 337 Huntington Avenue | 50 106/110/116/122 St. Stephen Street |
| 35 407 Huntington Avenue | 23 Willis Hall |
| 41 Kerr Hall | 37 White Hall |
| 53 Light Hall | 54 400 The Fenway |

Key

 Academic, residential,
and service buildings

Handicap parking

Accessible routes

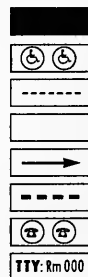
Parking areas

Street direction

Underground tunnel

Emergency telephone

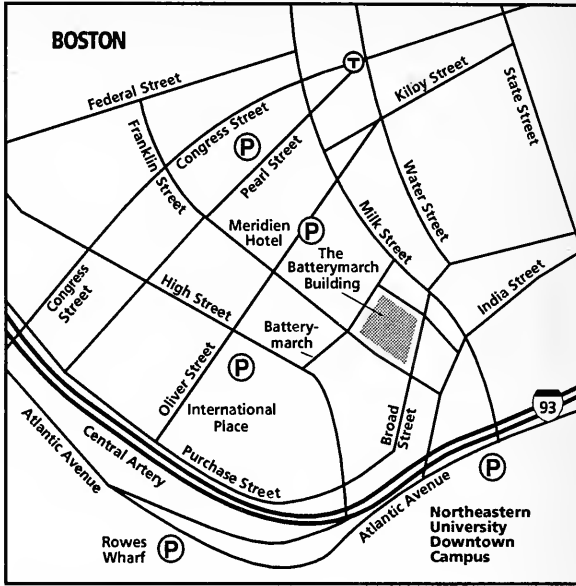
TTY locations

 See alphabetic list of buildings
for TTY locations.

 Maps are provided by the Information Center, 115
Richards Hall, extension 2736 (TTY extension 3768).
Some buildings on this map are used but not owned
by Northeastern University. 5/96

Boston Downtown Campus

Batterymarch Building
89 Broad Street

Take MBTA to State Street.
Exit at Old State House. Walk
down State St., cross Congress
St. to Broad St. Take right on
Broad St. to 89 Broad St.



Burlington Campus

South Bedford Street
Burlington High School
123 Cambridge Street

Burlington Campus

From 128 North or South, take
Exit 33A and follow to South
Bedford Street. Take right at
lights and go 3/10ths mile to
university entrance on your
left.

Burlington High School

From Rte. 128 South to exit
33B (Rte. 3A). Take right at
end of exit ramp. Approx. 1/4
mile to Football Stadium on
left. Take left at lights.
From Rte. 128 North to Exit
33B (Rte. 3A). At end of exit
follow approx. 1/4 mile to
Football Stadium on left and
second set of lights. Take left
at lights.

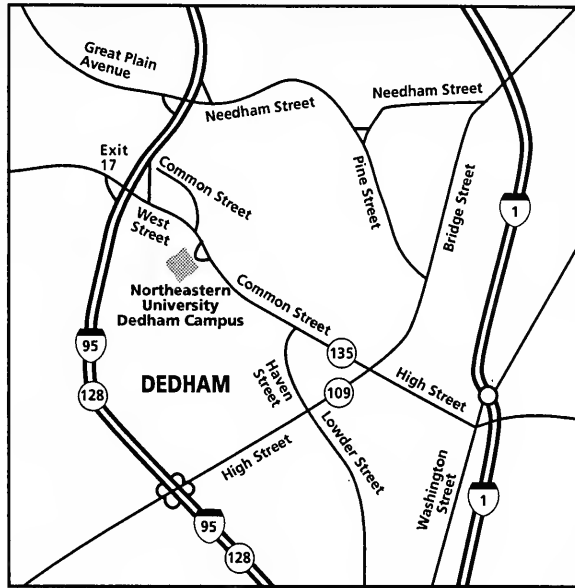


Dedham Campus

370 Common Street

From Rte. 128 South, take Rte. 135 Exit. Turn right at end of ramp and follow Common St. to campus on the right.

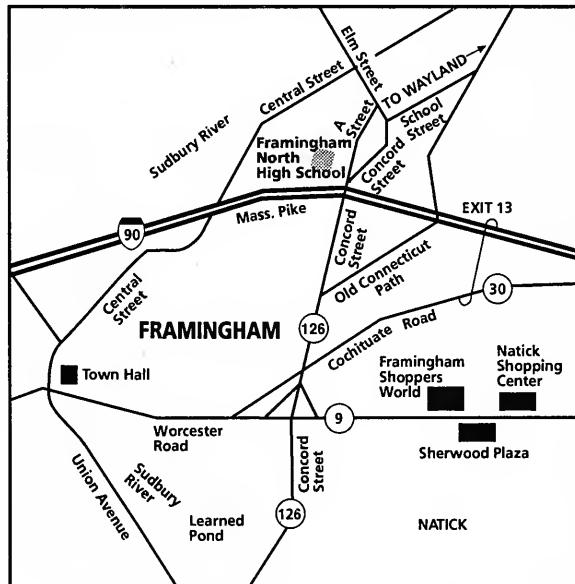
From Rte. 128 North, take Route 135 exit. Turn left at end of ramp and follow Common St. to campus.



Framingham High School

A Street

From Mass Pike going West, take Rte. 30 exit. Bear right after toll booth and take Rte. 30 West to Rte. 126 (Concord St.). Take right onto Rte. 126. Go under Mass. Pike to A Street (left at fork). High School on left.



Milford High School

31 West Fountain Street

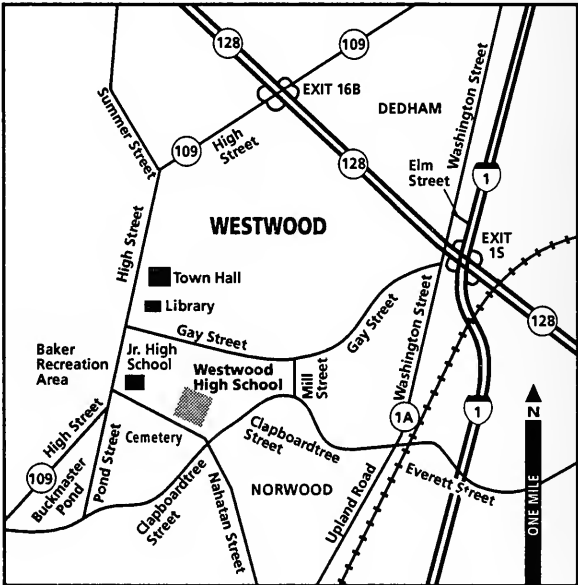
1. From Mass Pike and Rte. 9 to 495 South, Exit 20 to Cedar St. to Dilla St. to Purchase St. to Fountain St. to West Fountain St. to Milford High School.
2. From Rte. 140 past Milford Hospital. Go 1 mile; pass Shaw's Supermarket and Hills Shopping Plaza. Take right at island and proceed across West St. to Highland St., 3/4 mile to overhead blinking light. Take right onto West Fountain St. to High School.
3. From Rte. 109 to intersection with Rte. 16. Proceed through Milford (approx. 3 miles to Milford Hospital and Rte. 140). Take right at Milford Hospital and proceed as in step #2.



Westwood High School

200 Nahatan Street

- From Rte. 128 North take Rte. 109 Exit. Go west after exit on Rte. 109 to Nahatan St. on left. Take Nahatan St. to high school on left.
- From Rte. 128 South take Rte. 109 Exit. Follow above directions on Rte. 109.



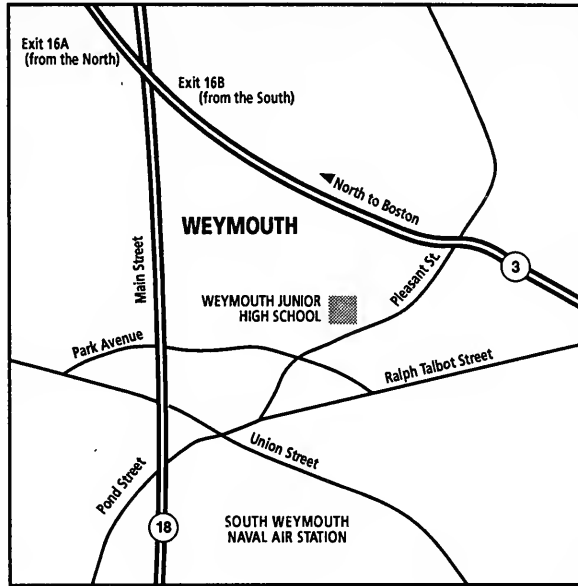
Weymouth Junior High School

360 Pleasant Street

From Rte. 3 Heading North.
Take exit 16. At top of ramp take a left. Go up hill and continue through traffic lights. At next set of lights, turn left. Turn left again at next set of lights. South Junior High School is the second school you will see on your left.

From Rte. 3 Heading South.
Take exit 16B. Proceed through traffic lights at top of hill. Take a left at next set of traffic lights. At next set of traffic lights turn left. South Junior High School is the second school on your left.

From Rte. 18 Heading North.
Continue past Pleasant Shops and South Shore Hospital (both on your right). Take a right at the first set of traffic lights after the South Shore Hospital. At next set of traffic lights turn left. South Junior High School is the second school you will see on your left.



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Northeastern University is dedicated to providing a diverse student population with an academic program and a course of professional preparation of the highest quality. The University values equally knowledge for its own sake, knowledge as a means to success in the workplace, and knowledge as a cornerstone of personal achievement and satisfaction. As a private, urban university, Northeastern is determined to maintain its reputation as a friend to the city of Boston and a partner of the Commonwealth of Massachusetts.

The *Northeastern University University College Bulletin* contains the University's primary statements about these academic programs and degree requirements, as authorized by the president or the Board of Trustees. For information about other academic policies and procedures; student responsibilities; student academic and cocurricular life; faculty rights and responsibilities; or general personnel policies, benefits, and services, please refer to the *Academic Operations Manual*, *Undergraduate and Graduate Student Handbook*, *Cooperative Education Handbook*, *Faculty Handbook*, *Benefits and Services Handbook*, and related procedural guides, as appropriate.

Accreditation

Northeastern University is accredited by the New England Association of Schools and Colleges, Inc., which accredits schools and colleges in the six New England states.

Accreditation by the Association indicates that the institution has been carefully evaluated and found to meet standards agreed upon by qualified educators. The undergraduate business programs offered by Northeastern University are accredited by the American Assembly of Collegiate Schools of Business.

Delivery of Services

Northeastern University assumes no liability for delay or failure to provide educational or other services or facilities due to causes beyond its reasonable control. Causes include, without limitation, power failure, fire, strikes by University employees or others, damage by natural elements, and acts of public authorities. The University will, however, exert reasonable efforts, when it judges them to be appropriate, to provide comparable services, facilities, or performance; but its inability or failure to do so shall not subject the University to liability.

The *Northeastern University Undergraduate Catalog* contains current information about the University calendar, admissions, degree requirements, fees, and regulations; however, such information is not intended and should not be regarded to be contractual.

Northeastern University reserves the sole right to promulgate and change rules and regulations and to make changes of any nature in its program; calendar; admissions policies, procedures, and standards; degree requirements; fees; and academic schedule whenever necessary or desirable, including, without limitation, changes in course content and class schedule, the cancellation of scheduled classes and other academic activities, and the substitution of alternatives for scheduled classes and other academic activities. In any such case, the University will give whatever notice is reasonably practical.

Northeastern University will endeavor to make available to its students a fine education and a stimulating and congenial environment. However, the quality and rate of progress of an individual's academic career and professional advancement upon completion of a degree or program are largely dependent on his or her own abilities, commitment, and effort. In many professions and occupations, there are also requirements imposed by federal and state statutes and regulatory agencies for certification or entry into a particular field. These requirements may change while a student is enrolled in a program and may vary from state to state or country to country. Although the University stands ready to help its students find out about requirements and changes in them, it is the student's responsibility to initiate the inquiry.

Disability Resource Center

The Disability Resource Center provides a variety of disability-related services and accommodations to Northeastern University's students and employees with disabilities.

Northeastern University's compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 are coordinated by the Dean and Director of the Disability Resource Center. Persons requiring information regarding the Disability Resource Center should contact Dean G. Ruth Bork at 617-373-2675 (voice) or 617-373-2730 (TTY).

Tuition and Fee Policy

Tuition rates, all fees, rules and regulations, and courses and course content are subject to revision by the president and the Board of Trustees at any time.

Emergency Closing of the University

Northeastern University has made arrangements to notify students, faculty, and staff by radio and television when it becomes necessary to cancel classes because of extremely inclement weather. AM stations WBZ (1030) and WRKO (680), and FM stations WBUR (90.9), WBMX (98.5), and WFNX (101.7) are the radio stations authorized to announce the University's decision to close. Television stations WBZ-TV4, WCVB-TV5, and WHDH-TV7 will also report cancellations. Since instructional television courses originate from live or broadcast facilities at the University, neither the classes nor the courier service operates when the University is closed. Please listen to the radio or television to determine whether the University will be closed.

If a storm occurs at night, the announcement of University closing is given to the radio stations at approximately 6 a.m. Classes are generally canceled for that entire day and evening at all campus locations unless stated otherwise. When a storm begins late in the day, cancellations of evening classes may be announced. This announcement is usually made between 2–3 p.m.

Equal Opportunity Policy

Northeastern University does not discriminate on the basis of race, color, religion, sex, sexual orientation, age, national origin, disability, or veteran status in admission to, access to, treatment in, or employment in its programs and activities. In addition, Northeastern University will not condone any form of sexual harassment. Handbooks containing the University's nondiscrimination policies and its grievance procedures are available in the Office of Affirmative Action, 175 Richards Hall. Inquiries regarding the University's nondiscrimination policies may be directed to:

Director
Office of Affirmative Action
175 Richards Hall
Northeastern University
Boston, Massachusetts 02115
617-373-2133

Inquiries concerning the application of nondiscrimination policies may also be referred to the Regional Director, Office for Civil Rights, U.S. Department of Education, J. W. McCormack Building, Post Office Court House, Room 222, Boston, Massachusetts 02109-4557.

Family Educational Rights and Privacy Act

In accordance with the Family Educational Rights and Privacy Act of 1974, Northeastern University permits its students to inspect their records wherever appropriate and to challenge specific parts of them when they feel it necessary to do so. Specific details of the law as it applies to the University are printed in the *Undergraduate and Graduate Student Handbook* and are distributed annually at registration for the University's colleges and graduate schools.

Tuition Default Policy

In cases where the student defaults on his/her tuition, the student shall be liable for the outstanding tuition and all reasonable associated collection costs incurred by the University, including attorneys' fees.



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UNIVERSITY COLLEGE**

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